

Job Description

Job Title	Warehouse and Instrument Technician
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Starting Salary	£24,000 - £26,000 (FTE) Part Time (0.4) ASONE HUB
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Location	ASONE Hub Redruth TR15 1SS
Contractual Status of Role	P Fixed term up to September 2024, (tender for onward funding in November 2023.)
Reporting to	ASONE has a decentralised system of working and colleagues report to and with each other and are expected to contribute towards continuous improvement. For HR purposes: Warehouse & Instrument Manager.
Direct Reports	Nil. In this role you are included in Warehouse and Instrument Manager's reporting to company Directors within decentralised meeting schedule when providing a quarterly written monitoring and evaluation reports to Programme Director.

Job Purpose	To provide an efficient and high standard of instrument maintenance, loans and customer service. To contribute to data capture for statutory reporting.
Main Responsibilities	<p>To receive orders for First Access school set hires, individual instrument hire and all other loans.</p> <p>Clean, repair and check instruments for hire or loan.</p> <p>Receive, test and process returning equipment Liaise with manufacturers and retailers where required.</p> <p>To arrange for the delivery and collection of instruments and liaise with the courier and the schools and deliver and collect instruments as an when appropriate.</p> <p>Assist with record management and ensure accurate information is maintained in electronic records.</p> <p>To support ASONE Hub events by providing, installing and deinstalling equipment as required and attending events as needed.</p> <p>To positively contribute to the decentralised system of team working; be collegiate, respectful and kind.</p>

Person Specification	<p>Desirable :have the ability to fault find and manage the timely repairs of all equipment and instruments, however if this isn't a current skillset training would be received.</p> <p>High self-motivation, with the ability to work as part of a team.</p> <p>Ability to problem solve and to work to deadlines.</p> <p>Flexibility and a can do, customer focused attitude.</p> <p>Keen eye for detail.</p> <p>Strong IT skills.</p> <p>Desirable: to be trained in Child protection. If this is not in place the postholder will receive such training.</p> <p>Satisfactory DBS check.</p>
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Additional Circumstances	The role may involve occasional travel, including overnight stays.
Notes	<p>The role description is not intended to be an exhaustive list in every respect, but rather to clearly define the fundamental purpose, responsibilities, and dimensions for the role. Therefore, this role description does not describe any individual role holder.</p> <p>In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.</p> <p>Area and Project leads are responsible for directly purchasing resources as required, supported by annual allocated budgets prepared by the Contracts/Office Administrator.</p>