

Storekeeper:

Position Summary

The Store Keeper is responsible for managing, safeguarding, and issuing school supplies, uniforms, teaching materials, equipment, and other stock items. The role ensures the timely availability of resources, proper record keeping, and accountability of all goods received and issued from the school store.

Role includes performing the following activities on a daily basis:

- Requesting
- Inspecting
- Storage
- Recording
- Issuing
- Reporting
- Asset Management

The Financial Manager requests and selects the appropriate process to follow to ensure adherence to school policy and audit requirements.

Key Responsibilities

1. Stock Management

- Receive, inspect, and record all supplies, uniforms, books, and equipment delivered to the school.
- Maintain an up-to-date stock register (manual or digital).
- Organise and store materials systematically for easy identification and access.



- Monitor minimum stock levels and notify management when reordering is required.

2. Issuance & Distribution

- Issue materials, uniforms, and equipment to staff, teachers, and students against proper requisitions.
- Ensure that all items issued are properly recorded and acknowledged.
- Coordinate with procurement/administration for replenishments.

3. Record Keeping & Reporting

- Maintain accurate records of receipts, issues, and balances.
- Conduct periodic stock verification and reconcile with accounts.
- Prepare and submit stock reports (weekly/monthly/termly) to management.

4. Compliance & Controls

- Follow the school's procurement and inventory control procedures.
- Ensure items are safeguarded against theft, damage, or misuse.
- Implement first-in-first-out (FIFO) or other relevant stock management practices.

5. Coordination

- Liaise with suppliers, finance, and administration for the smooth flow of materials.
- Support school events by issuing and tracking materials used.
- Assist in annual audits of school inventory.

Qualifications & Skills



- Minimum: Diploma/Certificate in Storekeeping, Accounting, Business Administration, or related field.
- Prior experience in inventory/store management (school or institutional setting preferred).
- Strong organisational and record-keeping skills.
- Basic knowledge of accounting software/inventory systems (e.g., Tally, Excel).
- Integrity, attention to detail, and the ability to work independently.
- Good communication and interpersonal skills.

Key Competencies

- Accountability & transparency
- Time management
- Accuracy in record keeping
- Teamwork and collaboration
- Problem-solving

Candidates who wish to apply should submit the information below:

- A letter of application, explaining your suitability for the position and why you are interested in the position,
- A current resume,
- A list of at least three references with current phone numbers and email addresses.

Please send your applications to: recruitment@aris.edu.gh

The deadline of submission of the application is October 18, 2025

