



**HERRINGTON**  
INTERNATIONAL SCHOOL  
EDUCATION BEYOND BORDERS

## **JOB DESCRIPTION**

**Position Title: Inventory Stock Controller**

**Department: Operations & Facilities**

### **Job Summary**

The Inventory Stock Controller is responsible for managing, tracking, and distributing the physical inventory of Herrington International School (HIS). This includes educational materials, office supplies, operational equipment, and facilities resources, ensuring that stock levels are optimized, securely stored, and accurately recorded.

### **Job Goals**

- Prevent stockouts of essential school supplies and ensure teachers and staff have the resources they need without delay.
- Maintain 100% accuracy between physical stock and digital inventory management systems.
- Minimize wastage, loss, or damage through highly organized, secure, and safe storage practices.
- Streamline the process for staff to request and receive internal supplies.

### **Main Responsibilities**

- Receive, inspect, and verify all incoming deliveries against purchase orders and packing slips, noting any discrepancies or damages.
- Unpack, label, and safely store items in designated school storerooms, warehouses, or holding areas following logical organization systems.
- Process and fulfill internal supply requisition requests from teachers and administrative staff in a timely and efficient manner.
- Update and maintain the school's digital inventory management system in real-time as stock is received or dispatched.
- Conduct regular physical stock checks and comprehensive periodic audits (cycle counts) to reconcile physical inventory with digital records.
- Monitor minimum stock thresholds and proactively notify the Procurement Officer when items need to be reordered.
- Implement and enforce strict inventory control procedures to prevent loss, theft, or unauthorized access to school supplies.

- Ensure all storage areas are kept clean, organized, well-lit, and compliant with health and safety regulations.

### **Additional Duties**

This job description outlines the core responsibilities of the position. The post holder may be required to perform additional duties reasonably assigned by school management in support of the school's mission and development.

