**Wellspring Academy Trust**

**Job Description**

**Post Title:**  Procurement Assistant

**Reporting to:** Finance Officer (Payments and Procurement)

**Salary:** Up to £21,754 dependent on qualifications and experience

**Purpose of the Post**

To support the Procurement team with undertaking the purchasing of goods and services for all Academies across the Trust.

**Responsibilities**

The post holder will focus on undertaking a range of procurement related activity, along with providing some day to day financial administration as required. Duties will include:

* Data analysis of all current suppliers and product categories
* Supporting Academies with purchasing requirements
* Sourcing goods and services, ensuring value for money
* Negotiating with suppliers to secure the best price
* Maintaining preferred supplier lists
* Maintenance of contract registers
* Supporting the Procurement manager with major procurement and tendering exercises
* Supporting contract management meetings
* The placing of orders, including supplier maintenance and selection.
* Dealing with supplier queries.
* The use of the Trusts financial management system and purchase ledger
* Undertake any financial administration tasks, commensurate with the grade as part of a flexible team.

**Standard Duties in all Trust Job Descriptions**

* Show a commitment to diversity, equal opportunities and anti-discriminatory practices
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Participate in relevant and appropriate training and development as required.

**Method of Working**

Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with the Trust guidelines, policies and procedures. Wellspring team members are expected to respect confidentiality and safeguarding practices at all times.

**Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of the Trust at all times and through all activity.

**DBS Certificate**

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All team members are required to undertake a Disclosure and Barring Service (DBS) check.



**Wellspring Academy Trust**

**Finance Assistant Person Specification**

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| **Section** | **Information** | **Essential / Desirable** | **How Identified** |
| **Education and Training** |  |  |  |
| Formal qualifications andrelevant training | Procurement, Financial Management or equivalent  | **D** | Application FormInterview Task Documentary Evidence References |
| Six GCSE passes including English and Maths (Grade C or above) or equivalent level 2 qualification | **E** |
| **Experience** |  |  |  |
| Ability to undertake duties of the post | Experience in procurement of goods and services including engagement and negotiation with suppliers | **E** | Application FormInterviewInterview Task |
| Use of purchase ledger and financial systems | **E** |
| Experience providing excellent customer service | **E** |
| Experience in day to day general financial administration | **D** |
| **General and Specialist Knowledge** |  |  |  |
| Includes abilities and intellect | Experience in the Education Sector | **D** | Application FormInterviewInterview Task |
| A good level of computer literacy, including being an expert with Microsoft Office software, especially Excel | **E** |
| **Personal Qualities** |
| Includes any specific physical requirements of the post – (subject to the provisions of the DDA Act) | Excellent communication skills | **E** | A Application Form Interview |
| Proactive and forward thinking | **E** |
| Ability to work as a team member and use own initiativeAble to work with minimum supervision | **E** |
| Rigorous and methodical with the ability to manage own workload and meet deadlines. Ability to multi-task is essential as is the ability to prioritise and effectively manage large volumes of transactions. | **E** |
| Structured and organized | **E** |
| **Suitability to work with children, young people and vulnerable adults**  |
| Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | Satisfactory DBS disclosure to work in an environment dealing with young people | **E** | DBS Disclosure  InterviewReferences |
| **Additional Requirements** |
|   | Operate with the highest standards of personal/professional conduct and integrity | **E** | Interview  |
| Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.   | **E** |
| Willing to undertake training and continuous professional development in connection with the post. | **E** |
| Work in accordance with the Trust’s values and behaviours. | **E** |
| Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude | **E** |
| A commitment to safeguarding and promoting welfare for all | **E** |