

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.

Procurement Assistant Person Specification

Section	Information	Essential / Desirable	How Identified
Education and Training			
Formal qualifications and relevant training	Procurement, Financial Management or equivalent	D	Application Form Interview Task Documentary Evidence References
	Six GCSE passes including English and Maths (Grade C or above) or equivalent level 2 qualification	D	
Experience			
Ability to undertake duties of the post	Experience in procurement of goods and services including engagement and negotiation with suppliers	E	Application Form Interview Interview 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 Form Interview Interview 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	Application Form Interview
	Proactive and forward thinking	E	
	Ability to work as a team member and use own initiative Able 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 Interview References
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	