



Job Title: Administrative Support Assistant

**Pay and Benefits: Salary OGAT Grade 5, SCP 9 to 11 (£27,254- £28,142)
Local Government Pension Scheme, 28 days holiday**

Department:

Finance - Procurement Team

Location:

Main Office Base: Outwood Grange, Wakefield

Reports to:

Head of Procurement

Job Purpose:

The **Support Assistant** will assist the Procurement Team in managing and delivering procurement services across the Trust's schools and educational institutions. This role involves ensuring that day to day procurement communications is monitored, supporting the sourcing of goods and services, managing supplier relationships, and maintaining accurate and comprehensive records. The position contributes to cost-effective procurement while supporting educational outcomes and operational efficiency.

Key Responsibilities

1. Procurement Administration:

- Assist in the end-to-end procurement process, including the management of the team's email inbox, supplier engagement, and processing the filing and monitoring of tender documents.
- Maintain accurate records of all procurement activities, ensuring compliance with Trust policies and public sector procurement regulations.
- Support the collection, review, and analysis of supplier quotations, bids, and proposals.

2. Supplier Management:

- Communicate and liaise with suppliers, ensuring a professional relationship is maintained at all times.
- Assist in managing supplier databases, ensuring all relevant documentation is accurate and up-to-date.

- Help to monitor supplier performance and ensure timely deliveries or services are met.
- 3. Contract Management:**
- Assist in the creation and maintenance of contract files and documentation.
 - Support the procurement team in monitoring contract compliance and reporting any discrepancies.
 - Assist in tracking contract renewal dates and support the preparation for contract re-negotiations or terminations.
- 4. Data Management & Reporting:**
- Prepare regular reports on procurement activities, including expenditure, supplier performance, and potential cost savings.
 - Conduct spend analysis to identify trends, cost-saving opportunities, and areas for improvement.
 - Assist with the generation and analysis of data related to procurement metrics.
- 5. Stakeholder Engagement:**
- Provide support to schools and departments across the Trust in understanding processes, offering guidance where necessary.
 - Assist in resolving queries from internal departments regarding purchasing procedures, product availability, and order status.
- 6. Compliance and Best Practice:**
- Ensure that all procurement activities adhere to the Trust's internal policies and comply with The Procurement Act 2023.
 - Support the procurement team in identifying and implementing best practices within the procurement process.
- 7. Support in the Teams Processes:**
- Assist in the preparation of documents and help in evaluating supplier submissions.
 - Ensure all tender documentation is accurate, and deadlines are met for submissions.
 - Organising meetings and the recording of accurate meeting notes.
- 8. Training & Development:**
- Participate in procurement-related training and development opportunities to enhance skills and knowledge.
 - Develop working knowledge of Outwood's policies and procedures and of regulatory codes and codes of conduct relevant to own work, adhering to mandatory procedures to ensure own work is undertaken to the required standards.

Special Features

As a Trust with a family of schools, the postholder will be based at the Trust's head office in Wakefield, West Yorkshire but would also be required to attend other academies within the Outwood Grange Family of Schools, based on the needs of the organisation.

Additional Responsibilities include but are not limited to:

- Dealing with any immediate problems or emergencies according to the Trust's policies and procedures.
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy.
- To comply with the Trust's Child Safeguarding Procedures, including regular liaison with the Academies' Designated Child Safeguarding Person over any safeguarding issues or concerns
- To comply with the Trust policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Trust or its Academies.