

Job Description

Post:	Procurement Officer
Pay Scale:	Grade 5 (12-17)
Responsible to:	Procurement Manager
Main Location:	Central Office based in Bury, with travel around the Trust schools

Main Duties

The Procurement Officer will support the Procurement Manager in managing the procurement processes of the Multi-Academy Trust, ensuring compliance with policies and procedures. This role involves sourcing, negotiating, and purchasing goods and services that meet the needs of the institutions whilst achieving value for money. The Procurement Officer will play a critical role in maintaining supplier relationships and contributing to the overall efficiency of procurement operations.

Key responsibilities:

Assisting Procurement Functions:

- Support the Procurement Manager in the implementation of procurement strategies and policies within the Trust.
- Assist in the development and maintenance of procurement plans.
- Utilise digital procurement platforms and e-tendering systems to streamline processes and ensure transparency.

Sourcing and Supplier Management:

- Identify and assess potential suppliers, conduct market research to evaluate options
- Develop and maintain positive relationships with suppliers to ensure high-quality service delivery.

Contract Management:

- Assist in preparing and managing contracts and agreements with suppliers, ensuring compliance with legal and regulatory requirements.
- Monitor supplier performance and compliance with contract terms and conditions.
- Identify procurement risk and contribute to mitigation strategies in collaboration with the Procurement Manager.

Purchase Order Management:

- Process purchase orders on occasion, ensuring accuracy and compliance with procurement guidelines.
- Maintain records of purchases, pricing and supplier information in procurement systems.

Cost Analysis and Reporting:

- Conduct cost analysis to support budget management and identify cost saving opportunities.

- Prepare regular reports on procurement activities, expenditures, and supplier performance for the Procurement Manager.

Policy and Procedure Compliance:

- Ensure compliance with Trust procurement policies and relevant legislation.
- Assist in the development and implementation of best practices in procurement processes.
- Support the Trust's commitment to sustainable and ethical procurement by considering environmental and social impact of purchasing decisions.
- Support internal and external audits by maintaining accurate procurement records and documentation.

Stakeholder Communication:

- Collaborate with staff members across the institutions to understand their procurement needs and provide support.
- Provide training and guidance on procurement processes to relevant stakeholders.
- Contribute to the review and improvement of procurement processes and systems, incorporating feedback from stakeholders.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the Trust's policies and ethos.
- Establish effective working relationships with professional colleagues both at Trust level and as part of the Trust's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the Trust's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
A-level or equivalent standard of education	Essential	A/I/C
Degree in Business, Finance or related field	Desirable	A/I/C
Procurement of purchasing qualification (e.g. CIPS)	Desirable	A/I/C

Knowledge & Experience		
Experience working in a procurement or purchasing role	Essential	A/I
Experience working in a procurement or purchasing role within an education or public sector environment	Desirable	A/I
Strong analytical and problem-solving skills with the ability to interpret data and make informed decisions	Essential	A/I
Excellent administrative abilities including data recording and reporting, accurate and timely record keeping	Essential	A/I/R
Experience of liaising with suppliers and negotiating value for money	Desirable	A/I
Experience of working with procurement services	Desirable	A/I
Ability to manage procurement projects and meet deadlines under pressure	Desirable	A/I
Technical Skills & Ability		
Proficient in using Microsoft Office, particularly MS Excel, for data management and analysis	Essential	A/I
Knowledge and understanding of e-procurement or finance system software	Essential	A/I
Proven ability to negotiate favourable contracts and build strong vendor relationships	Essential	A/I
Understanding of public sector procurement regulations	Desirable	A/I
Personal characteristics		
Flexible and dedicated approach to work	Essential	A/I/R
Proactive and self-motivated, with a commitment to continuous improvement	Essential	A/I/R
Strong attention to detail and a high degree of accuracy in work	Essential	A/I/R
Ability to work collaboratively as part of a team and independently, when required	Essential	A/I/R
Excellent verbal and written communication skills, capable of engaging effectively with diverse stakeholders	Essential	A/I/R
Strong organizational and time management skills, with the ability to manage multiple priorities effectively	Essential	A/I/R

Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R

