

## PROCUREMENT OFFICER – PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>Recognised management/business administration degree <i>and/or</i> relevant professional qualification/s <i>and/or</i> significant experience in the field.</li> <li>Knowledge of sourcing and procurement techniques, as well as dexterity in 'reading' the market.</li> <li>Evidence of leading and managing a range of compliant procurement activities and drafting all associated tender and contract documentation to effectively manage commercial risks.</li> <li>Experience of providing advice and support to key stakeholders on good practice in contracting and purchasing,</li> <li>Experience of undertaking analysis of spend, and of markets, supplier trends and capabilities.</li> <li>Robust knowledge of procurement metrics and systems with proven ability of settings, monitoring and achieving KPIs.</li> <li>Experience of supplier due diligence and auditing to ensure that suppliers meet the high ethical standards demanded by the school.</li> </ul>	<ul style="list-style-type: none"> <li>Member of the Chartered Institute of Procurement and Supply (or working towards).</li> <li>Experience and understanding of company and charity law.</li> <li>Experience of managing change and implementing new systems/procedures/controls.</li> <li>Knowledge of public sector procedures and regulations governing the invitation and award of contracts.</li> <li>Experience of working within a school or similar establishment.</li> <li>Understanding of how schools are financed.</li> </ul>	<p>Application form.</p> <p>Letter of application/ personal statement</p> <p>References</p> <p>Interviews</p> <p>Certificate(s) (to be available at interview)</p>

Essential	Desirable	Evidence
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>• Able to lead, develop and motivate a team of staff, delegating duties as required.</li> <li>• Excellent verbal and written communication and presentational skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Excellent negotiating and networking skills.</li> <li>• Good ICT skills, understanding of supply management software (including database management, inventory management, financial analysis, point of sale, project management and enterprise resource planning).</li> <li>• Excellent project management skills with experience of successfully managing a number of complex individual projects.</li> <li>• Ability to work under pressure, with accuracy, unsupervised and on own initiative.</li> <li>• Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, data protection and GDPR.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of ESFA financial requirements.</li> <li>• Knowledge of company and charity legislation, regulations and reporting requirements.</li> <li>• Knowledge and understanding of national and local government educational procurement regulations and requirements.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Excellent interpersonal and influencing skills with ability to maintain strict confidentiality.</li> <li>• A diplomatic and patient approach.</li> <li>• Initiative and ability to prioritise one's own work and that of others to meet deadlines when under pressure.</li> <li>• Able to follow direction and work in collaboration with the senior leadership team.</li> <li>• Able to constructively challenge self and others to continually improve own and team performance.</li> <li>• Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.</li> <li>• Ability to evaluate own development needs and those of others and to address them.</li> <li>• A willingness to seek specialist advice and awareness of where to seek it.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the Trust's ethos, aims and objectives.</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>