

Job Description: Procurement and Supply Assistant

Reports to: Procurement Officer

Location: Currently operating hybrid working in our West London Office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £23,000 - £28,000 per annum

About the role:

As a key member of the Procurement Team at Ark Central, the Procurement and Supply Assistant will undertake a range of responsibilities to support the delivery of Ark Schools' Procurement Strategy. This is a varied and busy role, supporting Ark's schools on the frontline of their operations.

Key Responsibilities:

Supporting Schools

- Liaise with schools to understand their procurement and supply requirements, and take action to make sure these are met
- Work with schools to ensure that their spend is managed efficiently, that they have contracts in place where required, and that their contracts are subject to regular review
- Process new supplier requests from schools, ensuring that these are administered efficiently and are compliant with Ark's Procurement Code of Practice

Supporting the Procurement Team

- Own the Procurement Workplan, making sure that key deadlines are met, and that the Director of Finance and Procurement is kept updated on all key procurement activity
- Support the team's management of supplier risk, ensuring that key contracts and suppliers are monitored and action is taken in the event of financial difficulty or contractual underperformance
- Support tender exercises, including acting as the single point of contact for suppliers and internal stakeholders throughout the delivery of the entire procurement project for any tender projects assigned to the role holder
- Managing the Procurement Team's Intranet pages, ensuring that these are continuously improved and remain relevant and user-friendly

Planning and Analysing

- Working with line manager, analyse procurement spend, making recommendations for new network contract and approved lists
- Negotiate with existing suppliers to obtain discounts and improved terms for schools
- Manage the Procurement queries inbox responding to queries from schools and suppliers, ensuring these are resolved quickly and efficiently

Person Specification: Procurement and Supply Assistant

Qualifications

- GCSE passes in English and Maths of grade 4 or above (essential)
- Potential to study for the Procurement and Supply Assistant apprenticeship as part of this role if successful

Knowledge & Skills

- Strong administrative and organisational skills with meticulous attention to detail
- Excellent written and verbal communication skills and strong interpersonal skills
- Ability to work methodically and multi-task
- Ability to manage workload, meet deadlines and prioritise time effectively
- IT Literate; proficient with Microsoft Office applications, especially Word and Excel

Personal Qualities

- Positive, motivated, and tenacious
- Ability and willingness to learn and develop new skills
- Confident communicator who enjoys working with others
- Adept at building and maintaining relationships with a wide range of stakeholders
- Professional attitude and ability to handle confidential and personal information with discretion
- A dedicated and supportive team player who naturally goes the extra mile to help colleagues succeed
- We're looking for a proactive individual with a flexible mindset and a can-do attitude, ready to take on any challenge
- Demonstrates resilience, motivation and commitment to driving up standards of work
- Enjoys working under pressure and able to/willing to take personal accountability for delivery of goals

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).