

Job Description: Procurement Support Officer

Reports to: Contracts Manager

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

Contract: Permanent

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

Salary: £29,000

About the role:

As a key member of the Procurement and Contracts Team at Ark Central, you will undertake a range of responsibilities to support the delivery of Ark Schools' procurement strategy. This varied and busy role will involve supporting on procurement and contract matters, directly managing, and leading of specific contracts, communicating with internal and external stakeholders, and providing commercial support and guidance to frontline operational staff in schools.

This role also includes line management responsibilities and so would be ideal for someone looking to take the next step in their professional career.

Key Responsibilities:

- Supporting the Contracts Manager with monitoring and reviewing performance reports, supplier KPIs, obligations and commitments regularly to ensure they adhere to agreed requirements
- Leading on specific contracts and managing relationships with those suppliers and contractors
- Using administrative skills to maintain a comprehensive filing system for managing contracts, ensuring records and progress reports are always up to date
- Line management of the Procurement Apprentice providing support, guidance, and direction.
- Supporting on Procurement Projects and Tenders
- Owning and managing the relationship between Ark Central and frontline Operational staff within schools. Compiling feedback from both Central and Schools and ensuring necessary action is taken
- Supporting the team with ad hoc tasks and requirements

Training

- Training will be offered on all key software packages

Person Specification: Procurement Support Officer

Knowledge & Skills

- Experience in a similar procurement role is desired
- 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
- Professional attitude and ability to handle confidential and personal information with discretion
- Committed and generous team worker, for whom going above and beyond expectations for their colleagues is second nature
- A self-starter with a flexible approach to work and willingness to do whatever it takes
- 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](#).