



Person Specification

Job Title

Junior Procurement Assistant

Qualifications

Essential

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| <ul style="list-style-type: none"> Maths and English Functional Skills at Level 2 or GCSE Grade C. Experience in a busy working Office | A/I |
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Desirable

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| <ul style="list-style-type: none"> Relevant qualification in Procurement or Finance. | A/I |
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Key skills

Essential

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| <ul style="list-style-type: none"> Proven ability to develop positive working relationships with individuals at all levels (internal and external) Attention to detail with data input. Excellent communication skills. Proven organisation and time management skills. A systematic approach to work with proven problem-solving skills. | A/I |
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Experience

Essential

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| <ul style="list-style-type: none"> Experience of working in a busy environment, with key attention to detail. Working with multiple stakeholders, across all levels. | A/I |
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Desirable

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| <ul style="list-style-type: none"> 2+ years of office experience and the ability to cover management of the function where necessary. Experience of working in an educational establishment. Experience of working within organisations of 500+ staff. | A/I |
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Knowledge

Essential

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| <ul style="list-style-type: none"> Strong knowledge of Excel and Outlook. | A/I |
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Desirable

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| <ul style="list-style-type: none"> Knowledge of Procurement legislation in FE. Experience using financial systems. | A/I |
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Other personal requirements

Essential

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| <ul style="list-style-type: none"> Reliable, motivated, patient, empathetic Ability to maintain confidentiality | I |
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Desirable

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| <ul style="list-style-type: none"> Flexibility to work the hours and days to meet the needs of the college | I |
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How we intend to assess your match with our person specification

A Application Form I Interview