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| **PERSON SPECIFICATION** |
| **Post: Procurement Manager** | **School: Gosforth Group** |
| **FACTOR** | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| **SKILLS, KNOWLEDGE AND APTITUDES** | * A self-starter, who can prioritise workload to meet deadlines without compromising on quality
* Ability to build effective and constructive working relations across the organisation
* Excellent negotiation skills
* Ability to influence others
* Excellent written and verbal communication skills
* Good IT skills
* Good analytical skills
* An effective and supportive team player
* Good attention to detail
 | * Working knowledge of Academy and Public Sector procurement regulations
* Working knowledge of OJEU/TED, Tenders and Frameworks
* Vision, imagination and creativity
 | * Interview
* Application form
* References
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| **QUALIFICATIONS AND TRAINING** | * A degree/degree equivalent level and/or professional qualification relevant to the post and/or qualified by experience
 | * Member or working towards membership of the CIPS
* Degree/degree equivalent level in Procurement
 | * Application form
* Interview
* References
* Sight of Certificates
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| **EXPERIENCE** | * Leading and managing a range of procurement processes
* Good working knowledge of procurement legislation
* Supplier negotiations and relationship management
* Setting up and using procurement frameworks
* Providing advice and support on procurement
* Supplier due diligence, auditing and monitoring
 | * Track record of delivering cost savings through procurement
* Working knowledge of Asset Management Systems
* Developing policies and procedures
* Experience of working in Academy Sector
 | * Application form
* Interview
* References
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| **PERSONAL QUALITIES** | * Good organisational and time management skills
* Good team player
* Capacity for hard work and resilience
* A positive approach to change and continuous improvement
* Ability to form and maintain appropriate relationships and personal boundaries with students
 | * Self-motivated and proactive in regards to personal development
* An interest and commitment to the whole school community
 | * Interview
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| **SPECIAL REQUIREMENTS** | * Satisfactory Enhanced Disclosure with the Disclosure and Barring Service
* Occupational Health clearance
* Right to work in the UK
* Ability to travel as required
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* Interview
* References
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