

Purchasing Assistant	Job Type	TEMPORARY
£8,736 per annum (SCP 5)	Duration	SCP 5
20 hours per week	Date	01/09/20 – 30/04/21
Term Time Only (inc PD days)	Reference	2020006

Catcote Academy provides learning for a wide range of students with Learning Difficulties or Disabilities.

An opportunity has arisen for a Purchasing Assistant to join the finance and admin team at Catcote Academy in an 8-month fixed term position. The position will be ideal for those with experience of working in purchasing and / or accounts.

Applicants will have suitable qualifications and experience and be adept at following procedures and resolving queries.

Closing date: Friday 10th July (12 noon)
Interviews: w/c 13th July 2020
Start date: 1st September 2020

Completed application forms to be sent to:
C Smith, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ
Carla.smith@catcote.co.uk

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at www.catcoteacademy.co.uk (About Us/Vacancies).**

We welcome applications regardless of age, gender, ethnicity or religion.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Enhanced Disclosure and check of the Children's Barred list via the Disclosure and Barring Service (DBS formerly the CRB) is required for any successful candidate.

Job Description – Purchasing Assistant

Main Duties

- Adhere to all finance / purchasing policies and procedures
- Check all purchase requisitions to ensure compliance with purchasing policies and procedures prior to processing
- Input purchase requisitions onto financial software
- Allocate finance nominal code to purchase requisitions in line with budget
- Place authorised orders with suppliers
- Monitor receipt of outstanding orders
- Take delivery of, check and distribute all incoming orders
- Produce Goods Received Note (GRN) via financial software
- Maintain database of outstanding orders and report on unfulfilled orders
- Deal with supplier queries
- Maintain file of quotes and tenders
- Process new suppliers
- Scan documents to database
- Maintain necessary spreadsheets
- Input purchasing card payments to financial software
- Reconcile purchase card payments each month
- Processing of other financial documents
- Photocopy and filing

Other Duties

- Assist in other finance and administration duties as required including covering duties of absent staff
- Participate in regular staff meetings and training as and when required
- Safeguard and promote the welfare of children/vulnerable adults for whom you have responsibility or come into contact with, to include adhering to all specified procedures
- Carry out duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner
- Comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
- Any other duties of a similar nature related to the post, which may be required from time to time
- Comply with all Trust policies, including the no smoking policy



Person Specification - Purchasing Assistant

	Criteria No.	Essential	Stage Identified	Criteria No.	Desirable	Stage Identified
Qualifications	E1	Maths and English GCSE Grade C or equivalent	AF,C	D1	Relevant accounts training	AF,C
Experience & Knowledge	E2	Use of Outlook, Microsoft (word, excel)	AF,R,I	D2	Experience with PS Financials software	AF,R,I
	E3	Experience in either purchasing or finance/accounts administration	AF,R,I	D3	Experienced in processing orders on a computerised finance package	AF,R,I
	E4	Experience with financial / accounting software input	AF,R,I	D4	Experienced in placing orders with suppliers and monitoring the order/goods receipt process	AF,R,I
Skills	E5	Excellent numerical skills	AF,R,I			
	E6	Ability to process high volumes, accurately and within deadlines	AF,R,I			
	E7	High attention to detail in each task in hand	AF,R,I			
	E8	Enjoys working in a small team and happy to interact with other departments and suppliers	AF,I			
	E9	Enjoys problem solving to ensure that any outstanding issues are resolved	AF,R,I			
Special requirements	E10	Motivation, patience and emotional resilience, to work alongside students with special educational needs	I			
	E11	Ability to form and maintain appropriate relationships and personal boundaries with children and vulnerable adults	I			
	E12	Suitability to work with children and vulnerable adults, enhanced DBS required	D			

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS disclosure

