

Woodhouse Grove School

Job Description

JOB TITLE	Cost / Purchase / Procurement Officer
RESPONSIBLE TO	Finance Manager, Finance and Operations Director
SALARY	minimum £12 per hour, subject to skills and experience.
HOURS OF WORK	24 hours per week, over 3/4 weekdays. Term Time only plus 6 weeks. Option for 1 day per week remote working.
HOLIDAY	Twenty days pro rata for part time in the first instance, rising to twenty-five days pro rata after five years' service. Holiday is exclusive of Bank Holidays when school is not in session and Occasional Days and any other Public Holidays gifted by the Government.

GENERAL DUTIES

Assist with the control and monitoring of school costs and expenditure.

Report on spending against budget across all departments.

Providing analysis reports and budget building.

RESPONSIBILITIES

- Assist with the control and monitoring of school costs and expenditure.
- To support all Heads of Departments to ensure they operate within approved delegated budgets, meeting with them on a regular basis to review departmental spending.
- To produce and distribute departmental cost reports, together with reviewing and challenging the accuracy of reports i.e. cost coding, completeness etc.
- To assist in the annual budget setting process, including reviewing draft budget against historic spending and known future expectations.
- To ensure the school receives best value by reviewing quotes for purchases in excess of £2,500.
- Manage and track orders placed.
- Reviewing spending and supporting Heads of Departments in negotiation with key suppliers.
- Identifying and making recommendations in relation to potential cost savings.

SKILLS

- Previous experience within a similar role analysing cost data
- Confident with Microsoft Excel
- Great analytical skills with a desire to get value for money
- Good communication skills
- Experience in building relationships across an organisation and challenge others in a positive and collaborative manner

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview. For further information on which offences should be disclosed please visit the following pages:

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/>

Unlock - <https://www.unlock.org.uk/contact-us/>

Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/db.

Equal Opportunities Employer

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Employment decisions will be made on the basis of each applicant’s job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Saima Hussain, Head of Human Resources, hussain.sa@woodhousegrove.co.uk

Child Protection and Safeguarding Policy

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School’s Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

As part of the shortlisting process, online searches on shortlisted candidates will be carried out as part of its due diligence.