

Purchasing Officer – Cirencester College

Salary: £25,760 - £26,980

Contract: Permanent, full-time

Required: March 2024

Dear Applicant,

Thank you for taking an interest in the position of Purchasing Officer for Cirencester College. We are looking to recruit for this important post as soon as possible to ensure a good hand-over with our long serving colleague who will be retiring after 20 years + service to Cirencester College. The aim of this letter is to supplement the job description and give you the chance to judge whether the job and College are right for you.

We are a positive, forward thinking, energised and top performing 6th form college, which was previously a tertiary college. The vast majority of our c3,000 16 to 19 year old students are doing level 3 programmes, either Vocational or A Levels, but the College is also one of the first across the country which has adopted the innovative new T level qualifications, and we're a sector leader in this field too. We also do offer some apprenticeships and, in the evening, we run adult classes and the Sundial Theatre. Our students (and staff) come from across Gloucestershire, North Wilts, Swindon and West Oxfordshire.



As you can see, the College is situated beside the beautiful grounds of Cirencester Park, just up the hill from the town. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a post-work run. You can see we have modern buildings on the majority of the estate. These have been constructed over the last 5 years or so as part of our ambitious Estate Strategy, aimed at bringing all of our built areas up to 21st century standards. In parallel we have a Green Campus strategy to enhance our outdoor spaces for staff, students and for nature. We are investing in creating nature corridors and new habitats across our site to promote biodiversity too.

I'm glad you've taken an interest in this role at our College. I'll go a bit further now and explain our context and give you a flavour of what the role will entail.

On a day-to-day basis you will be working within the finance office in regular contact with Budget Holders, academic technicians and support staff at all levels in Cirencester College who are personally responsible for significant areas of the College business. Your skills, care, enthusiasm and professionalism will be critical to the role. A fine eye for detail, rapid response to needs, ability to handle change, and a sense of enjoyment in working with a busy, highly skilled and enthusiastic team would be useful too.

The work will be wide ranging and offer a good insight to the processes and workings of a modern College environment. We are very good at what we do and run a positive and aspirational College. For this to work we need positive and inspirational people working for us.

Working hours are 8:30 am to 4:30 pm, with half an hour unpaid lunch. There may be rare occasions where weekend or evening work are required for events such as open days or awards evenings where flexi-time arrangements are in place.

The Purchasing Officer and the finance function are at the very centre of College business and you will have an exciting and dynamic job, making sure colleagues are properly supported. The job-specification provides a list of the skills and experience we are looking for, but above all we need someone with the energy, attention to detail and imagination to help us achieve our College goals and who gets that ultimately it is all about service to our students.

Unlike schools, the College has its own pay scales and terms and conditions. We currently have approximately 350 staff including support staff, lecturers and managers. The post itself is on support terms and conditions.

In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue. This role plays a key part in enabling us to do this. If you think this matches your interests and aspirations, we look forward to receiving your application. If you would like to visit the College or ask questions to find out more then, in the first instance, please contact the HR department hr@cirencester.ac.uk

I hope that this has given you a 'feel' for the role and, if you are still interested, I look forward to hearing from you.

Angelo Faria
Finance Director

Job Description: Purchasing Officer

Reporting to: Finance Director



Overall purpose of the role:

The post holder will be working in a key area of the College being responsible for co-ordinating and managing the college's purchasing arrangements including securing adherence to financial procedures, providing professional advice to spending departments on a range of purchasing matters and maximising efficient use of College funds through the promotion and development of central purchasing. The post holder will also be required to assist with general Finance Office functions as requested.

Specific duties include but are not limited to:

1. Procurement:

- a) Work closely with budget holders to provide advice on suppliers and ensure College financial regulations regarding purchasing are adhered to.
- b) Source materials, goods and service for all areas of the College, negotiating best value and ensuring most cost-effective contracts are delivered.
- c) Co-ordinate cross college spend to ensure effective value for money.
- d) Liaise with project managers and stakeholders regarding purchase of furniture/equipment of new builds and internal works.
- e) Evaluate quotes, raise purchase orders and co-ordinate delivery.
- f) Maintain accurate and up to date registers of grant spends commitments cross-referenced to Purchase Orders
- g) Monthly check, reconciliation and journals of all College procurement card spend.
- h) Support implementing the College's procurement strategy in line with the College's Financial Regulations, UK legislation and current best practice.
- i) Analyse financial data to identify areas where improvements in efficiency and cost savings can be achieved.
- j) Actively promote the purchasing function of the College.
- k) Develop an up-to-date knowledge of related purchasing legislation.
- l) Provide support and guidance to budget holders on College purchasing procedures.
- m) Establish and develop relationships with internal colleagues and external associates to share knowledge and develop good practice.
- n) Process and review college purchase orders ensuring compliance with financial procedures.
- o) Maintain an approved supplier list.

2. Tendering:

- a) Assist and support the process of tendering, using existing tendering platforms like CPC (Crescent Purchasing Consortium), CCS (Crown Commercial Services).

3. Contracts:

- a) Participate and support Managers in the negotiation of contract terms for goods and services and ensure that all contracts strictly conform to the policies, procedures and guidelines detailed in the procurement policy.

- b) Establish and maintain a contract register for the College and ensure all contracts are reviewed as necessary.

4. General:

- a) Participate in purchasing consortia.
- b) Monitor and develop best practice in the use of procurement cards.
- c) Record purchasing savings achieved through the more effective use of procurement.
- d) Promote risk awareness in purchasing and payment terms with Suppliers.
- e) Work directly with senior management and governors.
- f) Assist Finance Office staff with their work as requested.
- g) Represent the College at external procurement meetings.

Personal Specification

We are seeking someone who closely matches the following criteria:

	Essential	Desirable
Qualifications	Educated to at least level 3 or equivalent.	Purchasing or appropriate accounting qualification.
	.	Attained or willing to work towards Purchasing, Supply or appropriate accounting qualifications.
Skills/Personal Qualities	Suitable to work in a College environment in the presence of children, young people and vulnerable adults and to act accordingly	An up-to-date knowledge and understanding of procurement strategies, systems, legislation, and procedures
	A consistent team player with proven levels of organisational skills and the ability to cope under pressure.	Hold a current driving Licence
	Ability to be self-motivated and to be able to work with limited supervision.	
	Ability to support colleagues in all departments to meet College requirements.	
	Good communication skills both oral and written and ability to communicate at all levels	
	Proficiency in excel, good IT Skills and a high level of numeracy.	
	Ability to interpret complex regulations.	
Experience	Experience of working in a busy office environment dealing with people of all levels.	Experience of working within a procurement office
	Enjoys securing effective value for money	Experience of issuing and dealing with tenders, including formal tendering.

	A pastoral and caring support for Cirencester College values.	
Professional Development	A willingness to undertake staff development, additional subject training and skills updating as necessary.	

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.