



Aldenham
founded 1597

JOB DESCRIPTION

Job Title:	Purchasing Assistant – Maternity Cover
Hours:	35 Hours per week/full year
Responsible to:	Director of Finance
Salary	circa £20,000 (dependent on experience)

Job Purpose:

To provide purchasing support services to assist senior management and staff while minimising costs and maximising benefits to the school

Main Duties:

- Purchasing supplies and equipment for departments within the school following the school's guidelines for such purchases
- Prepare purchase orders and requisitions
- Research suppliers, initiate and co-ordinate purchases of approved orders
- Contact vendors and deal with all standard forms, letters, memos, faxes and other routine correspondence
- Monitor and check deliveries against purchase orders and coordinate delivery to the end recipient
- Match purchase orders with invoices when appropriate
- Maintain records of goods ordered and received and control the administration of the central purchasing system within the school
- Cross charge stock and other items where appropriate

- Assist in maintaining the school asset registers including property marking if appropriate
- Coordinate, record and arrange return or exchange of any defective goods
- Establish and maintain filing systems for catalogues, contacts and other purchasing paperwork
- Generally undertaking duties required to ensure the centralised purchasing function runs in a smooth and efficient manner

Person Specification

- Good standard of literacy.
- Good knowledge and use of PC-based applications, including spreadsheets and word-processing (the School runs MS Office applications)
- Able to prioritise and work to deadlines
- Strong organisational and communication skills
- Able to work with flexibility and with initiative
- Ability to deal with a wide range of requests from senior management and staff
- Able to work well on their own when necessary as well as working with others as part of a team
- Able to work with accuracy, timeliness and an attention to detail
A good telephone manner and a persuasive personality is useful
- Helpful and willing to learn new skills

The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder.

All offers are subject to receipt of satisfactory references and a clear CRB check.

Three months probationary period

Admission to the School's Pension Scheme, following probation.