



# PLUMPTON

## COLLEGE

Procurement Officer	
Reporting to	Finance Director
Working Hours	Full time (37.5 hours a week)
Salary	S5 (21-25) £28,901 to £32,630
Annual leave	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

### Job Purpose

The Procurement Officer will play a key role in ensuring Plumpton College achieves best value for money in all purchasing activities. This includes reviewing costs and suppliers, running competitive tenders, and identifying areas of savings across the College. The postholder will work closely with the Finance Director and other stakeholders to ensure procurement processes are efficient, compliant, and aligned with the College's strategic and financial goals.

### Key Responsibilities

<b>Cost Review &amp; Supplier Management</b>
a. Regularly review supplier contracts, costs, and performance to ensure the College receives the best price and service.
b. Benchmark suppliers and negotiate improved terms where possible.
c. Maintain a preferred supplier list and ensure compliance with College procurement policies.
<b>Tender Management</b>
a. Lead and manage tender processes for goods and services, ensuring transparency, competitiveness, and compliance with relevant regulations.
b. Prepare tender documentation, evaluate bids, and make recommendations for award.
c. Liaise with internal departments to understand requirements and ensure specifications are met.
<b>Savings Identification</b>
a. Analyse expenditure data to identify areas for cost savings and process improvements.

b. Develop and implement strategies to reduce costs without compromising quality or service.
c. Report on savings achieved and opportunities identified to the Finance Director and the Senior Management. Team.
<b>Stakeholder Engagement</b>
a. Work collaboratively with internal teams, students, and external partners to support procurement initiatives.
b. Act as the first point of contact for procurement queries and provide excellent customer service.
<b>Administration &amp; Compliance</b>
a. Maintain accurate records of procurement activities, contracts, and supplier performance.
b. Prepare reports and presentations on procurement performance for the Finance Director and the Senior Management. Team.
c. Ensure all procurement activities comply with College policies, health and safety, and relevant regulations.
<b>Continuous Improvement</b>
a. Actively seek digital and process improvements to enhance procurement operations.
b. Support the organisation and delivery of College events, including those with a procurement focus.
<b>Other Duties</b>
a. Undertake any other duties commensurate with the grade and responsibilities of the post as allocated by the Line Manager or a member of the Senior Management. Team.
b. Support and participate in College-wide initiatives as required.

## Continuous Professional Development

Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development.

Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression.

## Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

## Essential Criteria

a. Demonstrable experience in procurement or cost review roles, ideally within an educational or public sector setting.
b. Strong organisational and project management skills, with experience running tenders and negotiating with suppliers.
c. Proficiency in procurement systems and Microsoft Office.
d. Excellent communication and interpersonal skills.
e. Ability to work independently, show initiative, and prioritise workloads to meet deadlines
f. Analytical skills to interpret expenditure data and identify savings opportunities.
g. Experience of forming productive working relationships with a range of stakeholders.

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

### Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed, and booked with your Line Manager.

### Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair

discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.