ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	• Procurement Officer
CONDITIONS OF ROLE	• Start Date: December 2025 • Contract Type: Permanent • Hours of Work: 8:30am to 4:30pm over 4 days a week, a total of 29 working hours, which is equivalent to 0.8 FTE • Salary: a pro-rated salary of £31,339 • Holiday Entitlement: 30 days annual leave, which will be pro-rated accordingly, plus 10 statutory leave days.

ROLE DETAILS	
PURPOSE OF THE ROLE	The Procurement Officer will play a key role in ensuring compliance with procurement regulations, ensuring best value for money, and is responsible for the effective management of supplier relationships across the School. The Procurement Officer will support the delivery of high-quality education and services by ensuring that all goods, works and services are procured efficiently, ethically, and sustainability in line with the School's financial regulations and strategic objectives.
ACCOUNTABILITY	The Procurement Officer is accountable to the Deputy Head of Finance
AUTHORITY	The Procurement Officer has authority as delegated by their line manager and other senior colleagues as required.
RELATIONSHIPS	The postholder will work closely and in alignment with the Purchase Ledger and will support other members of the Finance team with BAU and ad-hoc activities as required.

DUTIES AND KEY RESPONSIBILITIES	**Financial Administration** • Coordinate with Junior School (JS) and Senior School (SS) Heads of Department and budget holders to centralise procurement for items such as office supplies, staff room provisions, classroom materials, and miscellaneous items. • Raise purchase orders through Lightyear for all planned JS and SS expenditures. • Ensure prompt approval of purchase orders by the designated budget holders. • Source items from approved ESMS suppliers while streamlining and maintaining the list for efficiency. • Regularly review the ESMS supplier list for quality, value, and adherence to ethical and environmental standards. • Verify all orders against invoices and liaise with suppliers and the Purchase and Procurement office to resolve any invoicing discrepancies. • Match actual expenditure against financial reports to provide budget holders with accurate updates on their budget status, helping to prevent overspending.

	• Communicate with the Financial Controller regarding any anticipated budget breaches. • Support the financial administration of Book Week and other annual events, such as securing copyright licenses for yearly nativity performances. • Handle invoices and Extras claims for counselling services arranged by the school. • Assist Year Group Leaders in raising purchase orders and authorising invoices for camps and outings. • Generate regular procurement reports and proactively suggest improvements to the school's purchasing processes. • Assist staff members with credit card payments for specific purchases. • Maintain regular communication with the Purchase and Procurement officer to ensure all required purchase orders and invoices are received and processed efficiently. **Resource Ordering and Distribution** • Coordinate the placement of all resource orders requested by individual budget holders across the Junior School and Senior School, including both large annual orders and smaller, ad-hoc requests throughout the year. • Respond promptly to urgent or unforeseen order requests as they arise. • Support budget holders by negotiating favourable discounts with suppliers. • Oversee the arrival and efficient distribution of resources across the school. • Manage returns of items when necessary, ensuring a smooth process for all involved. **Management of Stock/Catering** • Manage the stock of stationery items for each academic year, including school bags and reading folders, ensuring timely reordering as needed. • Oversee the supply of tea and coffee for staff rooms, replenishing these provisions when necessary. • Handle the management and replenishment of any additional stock requirements across the school. **Other Tasks** • Offer guidance to budget holders on procurement processes and effective budget monitoring • Undertake other tasks as directed by their Line Manager or other member of management within ESMS, which may be reasonably put to them in support of ESMS. • Undertake any other duties as assigned by the Deputy Head of Finance or Chief Financial Officer.

PERSON SPECIFICATION		
	Essential Criteria	**Desirable Criteria**
Experience	• Experience of building and preparing reports and posting and analysing financial information • Proficient in MS Office applications and Lightyear • Demonstrable experience of leading process improvements, building reporting and enhancing processes and controls is essential	• Experience of using Accounting systems, with the PASS system is desirable • Experience of working in an education environment and liaising with and supporting teaching and professional and operational staff
Education/Qualifications	• Numerate, with Nat-5, GCSE, or Standard maths (or equivalent)	• Accountancy training or qualifications • Any other relevant financial or procurement qualifications
Skills/ Abilities/ Capabilities	• Ability to build fit-for-purpose policies and procedures to support centralised procurement for the three schools	
Personal Attributes	• A self-starter, who can hit the ground running • A great collaborator with strong interpersonal and analytical skills • Excellent communication skills and ability to interact with internal and external stakeholders at all levels • Independent, self-motivated and highly organised; with an ability to work under pressure and to tight deadlines	