

Procurement Officer

School:	Cabot Learning Federation	Posted:	14th March 2019
Location:	Kingswood, Bristol	Expires:	26th March 2019
Contract Term:	Permanent	12:00 AM	
Salary:	£28,168	Start Date:	As soon as possible
Hours:	Full Time	Job ID:	1035863
		Job Reference:	REF-E-I2RGDK9



Cabot Learning Federation

We are looking for an exceptional individual to join our talented team as Procurement Officer. We are a growing organisation, looking for professional and ambitious people, with a passion for transforming our students' learning.

Your opportunity:

We can offer you the opportunity to advance your career within a supportive education environment, providing excellent training and development opportunities within the Federation. You will be a part of a growing Federation who are committed to providing the very best learning experiences for every young person we educate. You will have access to our generous benefits package including excellent annual leave entitlement, access to our pension scheme and a number of other well-being benefits.

What we are looking for:

We look for passionate individuals who want to be a part of transforming education and will make an active contribution to the development of the Cabot Learning Federation.

The Procurement officer will deliver effective and compliant procurement processes and advice across the Federation, coordinating and administering the CLF's procurement function. Working to the Director of Corporate Services and with the Director of Finance, they will ensure that central procurements are delivered in an organised and timely way, involving relevant stakeholders, achieving best value, reducing exposure to risk and improving service delivery to staff and students. They will support successful implementation of procured services.

Please download the full job description and person specification below.

Cabot Learning Federation Benefits:

As part of the Cabot Learning Federation, we can offer you a range of benefits, including:

- Generous holiday entitlement (up to 30 days)
- Access to our pension scheme – Teacher Pension Scheme / Local Government Pension Scheme (if eligible)
- Dedicated Training and Development programme
- Childcare discount and vouchers
- Health and wellness sessions and discounts
- Flu Jabs

About the Academy & Cabot Learning Federation

The Cabot Learning Federation is one of the largest non-diocesan academy group in the South West. We currently sponsor academies in Bristol, South Gloucestershire and Weston-Super-Mare; six secondary, eight primary, one all-through academy and a Studio School. The Federation also has an overarching CLF Post 16 and specialist inclusion centres. Together we educate over 9000 children between the ages of 3 and 19 and the Federation is a major Teaching School in the South West.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including references from current and previous employers, health, right to work in the UK, an enhanced DBS check and a further check against the appropriate barred list.

Please note updates regarding an application, which could include an invite to interview, will be sent to the email address used when registering an account. Copies of all correspondence will also appear under the 'messages' section, in the event that emails are being directed to a 'junk' or 'trash' folder please make regular checks on the status of an application.

Safeguarding Statement:

Cabot Learning Federation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

