

Capel Manor College

Creative Arts Resource Technician – Procurement & Logistics

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Creative Arts Resource Technician – Procurement & Logistics
Scale	Business and Learning Support
Grade	Scale 4, points 15-18
Responsible to	Head of Curriculum
Location	Gunnersbury Park (travel to Enfield maybe required at times)
Contract	Part-time (0.4, 2 days), Permanent

Key Responsibilities:

The key responsibility of the Creative Arts Resource Technician – Procurement & Logistics role is to provide efficient operational support to the Creative Arts department, including Floristry, Event Styling, Art & Design, and Event Management programmes. The postholder will play a vital role in ensuring tutors and students have access to the materials, equipment, and resources required to deliver outstanding, industry-focused learning experiences. Working closely with teaching staff, team leaders and the Head of Curriculum, they will coordinate procurement activities, manage supplier relationships, raise and monitor purchase orders, process invoices, and maintain accurate financial records.

The role is also responsible for resource planning and logistics, including coordinating tutor resource requirements, managing deliveries, maintaining stock levels, organising storage systems, and ensuring resources are available in line with curriculum schedules. In addition, the postholder will support departmental budget management by tracking expenditure, monitoring procurement activity, producing accurate reports, and helping to ensure resources are purchased in a timely, cost-effective, and value-driven manner.

Responsibilities:

Procurement & Supplier Management

- Coordinate procurement activities for all Creative Arts curriculum areas, including floristry, event styling, art & design, and event management.
- Raise purchase orders in accordance with college financial procedures.
- Liaise with a wide range of suppliers to source materials, equipment, and consumables.
- Monitor orders from placement through to delivery, resolving any issues relating to shortages, substitutions, delays, or quality concerns.
- Process invoices and ensure all procurement records are accurate and up to date.
- Maintain effective supplier relationships and seek opportunities to achieve best value for money.
- Research and source alternative products and suppliers where appropriate.
- Ensure purchases align with approved budgets and departmental requirements.

Resource Planning & Logistics

- Work with the resource technician - floristry specialist to coordinate and collate resource requirements from curriculum staff.
- Work with the resource technician - floristry specialist to plan and schedule orders to ensure resources are available in line with teaching timetables, projects, exhibitions, workshops and events.
- Work with the practical instructors across centers to ensure deliveries have been received, checked, organised, and distributed across the relevant curriculum area within the department.
- Work with the practical instructors across centers to monitor stock levels and maintain appropriate inventory records.
- Support teaching staff to have access to required resources and materials in a timely manner.
- Support the logistics associated with internal and external events, workshops, exhibitions, and showcases as required.

Budget Monitoring & Administrative Support

- Assist the Head of Curriculum in monitoring departmental budgets and expenditure.
- Track spending against allocated budgets and highlight variances, trends, or concerns.
- Maintain accurate financial records relating to procurement and resource allocation.
- Produce reports on expenditure, stock levels, and purchasing activity when required.
- Ensure compliance with College financial regulations, procurement procedures, and audit requirements.
- Support the maintenance of departmental documentation and record-keeping systems.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period.
- Evidence of continued professional development within procurement, purchasing, resource coordination.
- Desirable, qualification in business administration, procurement, finance, supply chain, logistics, or a related discipline.

Experience

- Experience in procurement, purchasing, resource coordination, logistics, or administrative support.
- Experience of processing purchase orders, invoices, and supplier communications.
- Experience of maintaining accurate records and tracking expenditure.
- Experience managing stock, inventory, or resource systems.
- Experience working to deadlines and managing multiple priorities.
- Experience working within budgets and achieving value for money.

Desirable

- Experience working within an education or training environment.
- Experience supporting creative, arts, events, or related industries.
- Knowledge of procurement procedures and financial processes within the public or education sector.

Skills, Abilities and Knowledge

- Competent user of Microsoft Office and relevant IT systems.
- Excellent organisational and administrative skills.
- Strong attention to detail and accuracy.
- Ability to prioritise workload and manage competing demands effectively.
- Strong verbal and written communication skills.
- Ability to build and maintain positive working relationships with suppliers and colleagues.
- Confident using IT systems for ordering, tracking, reporting, and record management.
- Good literacy and numeracy skills.
- Ability to work independently and as part of a team.
- Problem-solving skills and a proactive approach to work.
- Ability to work effectively within agreed budgets.

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- Flexible and responsive approach to work.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Commitment to delivering excellent support services.
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required.