



Creative Support Ltd, Head Office

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Purchasing Officer

Reference: 91367

Purchasing Department, Head Office, Stockport

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

Closing Date: 20 May 2026

Once you have submitted your application form allow *7 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

Recruitment Department

All employees are subject to enhanced DBS checks



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| | | | | Page Number: | 1 |
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JOB DESCRIPTION – PURCHASING OFFICER

Head Office, Stockport Town Centre

Responsible To: Purchasing Manager

Main Duties

Creative Support is an established not for profit social care company with an excellent level of achievements that supports over 6,000 vulnerable adults. Based at our friendly Head Office in Stockport, located just a few minutes' walk from the train and bus services, you would be part of our small and well established Purchasing team.

The Purchasing department is a key support to over 600 front line services across the country, we enable the efficient and cost effective support to supply a wide range of goods, we also support our national staff and managers with the purchasing of travel and hotel accommodation across the country. As part of the team you will create Purchase orders (POs), order goods, liaise with suppliers to negotiate best pricing and query expenditure to ensure the companies money is spent appropriately.

This would be a good role for someone who is organised, has good communication skills, a keen eye for detail and is passionate about working in the not-for-profit sector.

Summary of Duties

1. To raise purchase orders and order goods for internal customers utilising our in house purchasing system
2. To provide a polite, efficient purchasing service for internal customers, e.g. staff, service users, service directors
3. To have excellent telephone manner with proven customer care skills
4. To promote cost effectiveness by co-ordinating and processing all purchase orders and maintaining a list of approved suppliers
5. To build good relationships with key suppliers, negotiating better pricing wherever possible, making best use of charity discounts and other favourable terms
6. To seek confirmation of available budgets for all purchases with the relevant Service Director
7. To monitor general quality of furniture, equipment and services provided to the agency, to consider the needs of the service and the care environment
8. To keep an up to date record of goods and services ordered
9. To work well as a team to achieve good outcomes for our services and stakeholder
10. To continuously improve how the role operates and raise suggestions of improvements to the Manager
11. To contribute ideas and develop the department through active involvement in team meetings

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| | | | | Page Number: | 2 |
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General Duties

1. To provide regular written reports to line manager as required
2. To accept regular support and supervision from line manager
3. To carry out all work in a manner consistent with the aims and principles of Creative Support
4. To comply with and to implement the Equal Opportunities Policy of Creative Support
5. To maintain confidentiality at all times, in accordance with the agreed policy
6. To identify own training needs in discussion with line manager and to attend training events and courses as required
7. To observe written policies, procedures and guidelines for good practice agreed by Creative Support.
8. Any other duties as required

PERSON SPECIFICATION – PURCHASING OFFICER

Head Office, Stockport Town Centre

| | QUALITIES REQUIRED | How Assessed | Essential / Desirable |
|-----------|-----------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| 1 | Experience of working within a Purchasing/Procurement Department | Application Form | Desirable |
| 2 | Graduate or other comparable level of qualification | Application Form | Desirable |
| 3 | Good numeracy skills | Application & Interview | Essential |
| 4 | Good general IT skills and a good working knowledge of Office applications (Word, Excel and Access) | Application & Exercise | Essential |
| 5 | Ability to organise and prioritise a busy workload | Application & Interview | Essential |
| 6 | Excellent written and verbal communication skills | Interview | Essential |
| 7 | Excellent Customer Service skills working with internal and external customers | Application & Interview | Essential |
| 8 | Ability/experience of working to deadlines and effective time management under pressure | Application & Interview | Essential |
| 9 | The ability to work flexibly according to the changing needs of a busy team | Application & Interview | Essential |
| 10 | Efficient and accurate co-ordination skills | Application & Interview | Essential |
| 11 | Ability to consult with colleagues and to work as part of a team | Interview | Essential |
| 12 | A hard working and resourceful approach to work | Interview | Essential |
| 13 | Have an interest in the Health and Social Sector and our person centred values | Application & Interview | Essential |

PERSON SPECIFICATION – PURCHASING OFFICER

Head Office, Stockport Town Centre

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| Salary: | Up to £26,130 per annum dependant on experience | |
| | Point One: | £25,545 per annum |
| | Point Two: | £25,740 per annum |
| | Point Three: | £26,130 per annum |
| Please Note: <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications.</i> | | |

Hours of Work:

Our team operates Monday to Friday during normal business hours, 9am until 5pm. Full time hours are 37.5 hours per week, we would consider part time applications with a minimum of 22.5 hours

Probationary Period:

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Holidays:

25 days plus 8 statutory days (to be calculated pro rata for part time working)

Birthday Holiday Bonus:

Contracted employees are entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support pay SSP for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty four months service - Up to a maximum of four weeks at full pay.
- Twenty four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Pension:

Creative Support operates an auto-enrolment pension scheme with the People’s Pension.

Life Assurance:

Currently set at two times basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6 months employment. This scheme provides a death in service benefit of two times annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on reasonable notice to you.

Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer’s leave up to 5 days per annum

Employee Assistance Service:

This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Hospital Saturday Fund:

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:

Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving:

Administered by Charities Trust: a tax efficient way of donating from your pay on a regular basis to any registered charities.

Achieve Q Staff Awards:

Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

Your Rewards:

Employee benefits and discount vouchers available through the Your Rewards website.

Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

Retirement Awards:

£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

Refer a Friend Scheme:

Staff who successfully refer a friend to Creative Support’s employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment.

Welcome Back Grant:

£200 worth of vouchers for employees who return to the organisation who had have at least six months between resigning from their original post and taking up their new role.

Uniform:

If applicable for your service you will be provided with a uniform. The amount of uniforms that are provided will be dependent on your hours worked.

Company mobile phone and laptop:

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance:

A mileage allowance is payable for the use of an employee’s car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly basis upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee’s certificate of insurance must be made available for inspection on commencing employment.