

# Job Description



<b>Job Title:</b>	Procurement and Supply Chain Practitioner Apprentice L4
<b>Reports to:</b>	Category Buyer – Facilities Management
<b>Grade:</b>	Apprenticeship Grade / Level 4
<b>Date:</b>	2026

## 1. Job Purpose

To support the Facilities Management Procurement function by assisting with the sourcing, administration, and coordination of products and services across both Service and Product areas.

The role will involve maintaining accurate procurement data, supporting supplier communication, managing team inbox activity, and contributing to reporting and compliance processes.

The post holder will have responsibility for managing their own tasks but will always be under the direct supervision of a qualified/experienced colleague.

## 2. Key Responsibilities

An apprenticeship is a learning role; therefore, the list below represents tasks that may be undertaken as part of the role. Full training and support will be provided, and responsibilities will develop over time.

- Support the FM Procurement team with the day-to-day administration of procurement activities across Facilities Management service and product categories.
- Assist the Procurement Assistant / wider category team with managing the FM procurement inbox, logging queries, responding where appropriate and escalating as required.
- Support the completion, checking and processing of Product Information Forms (PIFs) and other FM procurement documentation.
- Assist with the preparation and maintenance of procurement reports, including margin reporting, forecast data and board-level summaries.
- Process staff and departmental orders in line with procurement procedures, ensuring accurate records are maintained.
- Support supplier communication, including coordinating quarterly market updates and requests for information.
- Complete routine checks such as monthly customer bespoke order checks and other compliance or audit-related activity.
- Support the maintenance of online content for FM products and services, including pricing, specifications and product data.

- Assist with the management of suspended, discontinued or end-of-life products, ensuring system updates and stakeholder communications are completed.
- Collect and maintain competitor and market information to support FM category decision-making.
- Maintain accurate procurement records, databases and filing systems.
- Support invoice checking and order processing in line with internal controls.
- Work collaboratively with colleagues across procurement, category teams and internal stakeholders to support effective FM service delivery.

## **2b. Generic Responsibilities (must be kept in all job descriptions)**

- Work co-operatively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of all departmental procedures and policies.
- Keep up to date with information, training and development opportunities appropriate to maintaining and developing professional service standards.
- Ensure that services are delivered in line with relevant legislation, ISO standards and YPO objectives, values and policies including those relating to Equity, Diversity & Inclusion, Customer Care and Health and Safety
- Undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.

## **3. Dimensions**

- Accountable for coursework and a positive outlook to learning with an outcome of a Level 4 Procurement and Supply Chain Practitioner Apprenticeship standard.

## **4. Planning and Organising**

- Timekeeping and punctuality in line with departmental requirements
- With direction and support from the line manager completing allocated tasks in a timely manner

## **5. Problem Solving and Decision Making**

- No accountability required as this is a training role.

## **6. Communication and Relationships (internal and external)**

- Building relationships with colleagues at YPO
- External suppliers/contacts appropriate to the department
- College Tutor
- Apprentice Manager

## **7. Special Features and Personal Attributes**

- A cheerful and optimistic attitude to work
- The drive and determination to 'make things happen'
- Ability to build relationships and rapport with colleagues and customers
- A commitment to self-development
- A good team player

Apprentices are expected to get involved with apprenticeship promotion activities for YPO such as National Apprenticeship Week and careers fairs.

**Fluency Duty:**

**Level 1: Competent**

This post is subject to the Fluency Duty under Part 7 of the Immigration Act 2016. The post-holder is therefore required to demonstrate a level of fluency which enables them to converse confidently at length with service users using accurate spoken English, without the need to repeat the information provided in order to be understood (although some hesitancy when searching for sentence structure and vocabulary will be accepted).

**8. Knowledge, Skills and Experience**

Area	Essential	Desirable	Assessment
<b>Knowledge</b>			
GCSE or equivalent Grades A* - C (Grade 5 and above) in Mathematics, English Language and 2 other subjects. Level 3 qualification, such as A level or an equivalent BTEC. <i>Students may refer to their predicted grades in either or both formats</i> Applicants must demonstrate the ability to study at academic Level 4, equivalent to the first year of a university degree.	x		Application
IT skills to GCSE or equivalent		x	Application
Awareness of procurement, supply chain or business administration principles	x		Application/Interview
Basic understanding of data accuracy, reporting, and compliance in a business environment	x		Interview
<b>Skills</b>			
Excellent attention to detail and ability to maintain accurate records	x		Application
Ability to organize and prioritize tasks to meet deadlines	x		Interview
Clear written and verbal communication skills	x		Application/Interview
Ability to work well as part of a team and build effective working relationships	x		Interview

Basic IT skills, including use of Microsoft Office (Word, Excel, Outlook)	x		Application/Interview
Ability to analyse simple data and produce basic reports		x	Interview
<b>Experience</b>			
Experience, part time or voluntary such as shop work, customer service roles or administration environment.		x	Application
Experience working with data, spreadsheets or record-keeping		x	Application
Experience of working as part of a team (e.g. school, college, work or extracurricular activities)		x	Application

<b>Jobholder Signature:</b>	
<b>Manager Signature:</b>	
<b>Date:</b>	