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## Assistant Buyer, Procurement – Job Description

(Job Code and Level: PUPR002)

### Definition:

Procurement is defined as: Sourcing, negotiating and buying of goods, materials and services to meet the Company's operational requirements.

### Overall Purpose of the Role:

Support the Buyer in the purchase of goods, materials and services to ensure that the company operational needs are met, taking into account price, quality and delivery and to ensure continuity of supply.

### Key Responsibilities:

#### General and Task Management

- Support the Procurement team in the development of product category strategies by undertaking market analysis and research.
- Take accountability for a small product category to support future development
- Assist the team in data collection on supplier performance
- Collate Request For Quotation (RFQ) responses and complete costing sheets
- Support buyers in the critical path management of pre-production samples for new tenders managed by the procurement team
- Support team in collating supplier samples and brochures for new product/solution innovation to sales
- Manage supplier Invoice Queries and resolve in agreed time-scales
- Understand and deliver to stakeholder requirements
- Produce and maintain information on supplier non-conformance
- Support buyers in collation of reports for suppliers
- Support the procurement team in undertaking due diligence of suppliers and ensure that new suppliers are recorded and registered on business systems
- Work with clients across the business to analyse demand and assist in the specification of goods and services to be supplied

## MARKETING & COMMUNICATIONS ASSISTANT

## JOB DESCRIPTION

### Overall Purpose of the Post

To play a key role in communicating with our audiences, to raise the profile of the School and the art form more broadly through the use of digital media and established marketing techniques.

### Summary of the Role/ Person Specification

The post-holder will be principally responsible for maintaining and developing the School's digital communications channels, including the website, social media, photography and rich media. They will be a confident, self-starter with a demonstrable interest in and experience of using a range of digital media.

### Contract terms

Salary Up to £25,000 depending on skills, knowledge and experience  
 Hours 35 hours per week with occasional weekend and evening work compensated by TOIL  
 Location Covent Garden with regular travel to White Lodge, Richmond Park  
 Holidays 30 days per annum plus bank holidays

Reporting to: Marketing & Communications Manager

Line Manages: N/A

Key internal contacts: Artistic Director, Head of Development and development staff and all administrative, artistic and academic staff

Budgetary Responsibility: N/A

### Safeguarding Duties and Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following is expected of all staff:

- to uphold the School's policies relating to safeguarding & child protection, behaviour, Health & Safety and all other relevant policies
- to promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- to ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education, (2015) communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local Children's Services as appropriate



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