

Purchaser and Facilities Officer

Person Specification

The successful candidate will be expected to have the following qualifications, experience and abilities:

- Education to BA level
- At least 3 years experience in a purchasing capacity and finance management
- Strong background in using a finance management system
- Experience in facilities management capacity
- Health and Safety Qualification (IOSH or similar)
- Excellent digital skills, including experience managing data sets
- Excellent written and verbal communication skills
- Experience working within, or leading, productive teams

The successful candidate will be expected to have the following personal attributes:

- An international outlook and/or experience of living or working in an international environment
- Strong team-worker
- Discretion and adherence to confidentiality
- Keen to be part of a young growing organisation
- Commitment to Continued Professional Development
- A record of suitability to work with children

The following would also be desirable:

- Knowledge/experience of international and/or IB schools
- Familiarity with working with students from a variety of cultural and language backgrounds
- Experience in a start-up environment
- Additional qualifications in the field of IT or the service industry
- To be able to work in a language apart from English