

Procurement and Contracts Officer

Application Pack

Dear Colleague,

Altus Education Partnership was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- **Rochdale Sixth Form College** opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community and is significantly over-subscribed for 2024-25
- **Kingsway Park High School** is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Academy** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact us.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
CEO

Making your application

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the Altus Education Partnership application form
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification
3. Send your application by email to recruitment@altusep.com.

Deadline

The deadline for the post is **25th July 2025** to arrive no later than 12.00 midday.
Interviews are expected to take place week commencing **5th August 2025**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine, points 20 -24.
Currently **£36,283 - £40,462**.

Start Date

As soon as possible.

For an Application Pack

1. Visit www.altusep.com or
2. Contact: recruitment@altusep.com

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Altus Education Partnership Vision, Mission and Values

Our Vision & Mission

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.

Our Values

At every level of the Trust, we fully subscribe to the Seven Principles of Public Life. Regardless of legal status, we expect a similar commitment from those with whom we work.

In addition, we are:

- **Committed to improving the lives of our students**
- **Clear on our approach to inclusivity and excellence**
- **Dedicated to the borough of Rochdale, its communities, and its surrounds**
- **Accountable for our actions. We will always seek solutions, not blame**
- **Responsible for one another. If one fails; we pull together. If one succeeds; we celebrate. Success or failure; we all learn**
- **We do what we say we'll do, and we do it well**

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential
- Be contributing members of the community and have compassion for others
- Be able to celebrate their success and that of others
- Have developed the confidence to overcome barriers to success
- Be articulate, creative, and prepared for future growth and learning
- Be happy!

Shared Objective for all Staff: "To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction

Job Description

Job Title:	Procurement and Contracts officer
Reports to:	Chief Financial Officer
Contract:	Full-time – Permanent – 37 hours a week
Salary:	SFCA Pay Scale 20 – 24 - £36,283 - £40,462
Start Date:	As soon as possible

Overall Purpose of the Post

To provide a cost-effective procurement and contract management service in order to maximise on-going efficiencies and deliver substantial savings on the Trust's purchased goods and services.

To follow robust procurement and contract management practices whilst ensuring compliance with the academy trust handbook, financial regulations, the procurement strategy and all other appropriate policies to comply with procurement legislation.

Responsibilities

Procurement strategy

- Develop the Trust procurement strategy and standard operating procedures across the Trust and all of its academies
- Lead the development and implementation of Trust-wide procurement systems with the aim of providing robust controls, maximising value and minimising bureaucracy
- Manage procurement processes and lead procurement-related projects in conjunction with the Trust's executive team in order to maximise value for money
- Maintain an understanding of the changing approaches and guidance nationally in relation to procurement, to support the Trust and its academies, contributing to wider policy developments and helping to develop best practice

Procurement activities

- Develop tender strategies, contract tendering, contract award, contract management, supplier performance monitoring and reporting
- Manage the onboarding process for new contracts
- Identify and prioritise opportunities for savings on all non-pay expenditure
- Maintain the Trust-wide approved suppliers' database, including conducting annual supplier checks
- Compile reports on procurement, providing clear recommendations
- Support academies to deploy procurement and ordering systems and procedures effectively.

Contract management

- Provide support to the senior leaders on contract management and renewals
- Manage a portfolio of contracts ensuring the terms of contracts are fully complied with and that the aims, benefits and value for money of those contracts are fully realised
- Provide guidance and support to colleagues who undertake delegated procurement activities at Trust and academy level to ensure compliance, control and value for money
- Provide oversight and guidance to ensure delegated contracts are managed effectively
- Support contract reviews and negotiations with major suppliers, seeking optimal terms
- Mitigate risk of liability to the Trust and to academies
- Maintain an accurate and up to date register of all live contracts
- Compile reports on contract management issues providing clear recommendations.

Asset management

- Maintain the asset management system
- Train key staff at the academies to update the system for additions and disposal of assets
- Perform a termly audit to ensure that the fixed asset and inventory records are up to date

External funding

- Research and investigate possible sources of funding from external organisations and liaise with interested partner organisations
- Keep up to date and provide information on available grants and other resources
- Ensure that wherever possible that external grant procedures and any delegated responsibilities are complied with and that all parties understand their responsibilities for each application they are responsible for
- Gather relevant information such as objectives, criteria and deadlines and ultimately lead on the drafting of bid submissions, that are timely, of high quality and that succeed in bringing new funding into the Trust.

Other

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS check will be carried out on the successful candidate
- The Trust is committed to equal opportunities for all
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work
- The terms and conditions are specified within the contract of employment

This job description is a representative document. Other reasonably similar duties may be allocated from time-to-time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS				
1.	At least 5 GCSEs (or equivalent), including English and Mathematics, at Grade C equivalent or higher.	E	√	
2.	NVQ Level 4 OR equivalent experience or equivalent qualification, or willingness to train to achieve these, in relevant subjects.	E	√	
3.	A CIPS certificate or diploma or equivalent in procurement, or a willingness to undertake training	E	√	√
EXPERIENCE				
4.	Experience of undertaking market analysis of spend, markets, supplier trends and capabilities.	D	√	√
5.	Experience of establishing, awarding and managing contracts across a range of goods, works and services.	E	√	√
6.	Experience of establishing, awarding and managing contracts under the legal frameworks.	D	√	√
7.	Experience of developing strong working relationships with a wide range of stakeholders, providing advice and support on good practice in contracting and purchasing.	D	√	√
8.	Understanding of the regulations governing third sector/public sector procurement.	D	√	√
9.	Experience of working in a school or academy trust environment.	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Ability to negotiate and network	E	√	√
11.	Knowledge of sourcing and procurement techniques as well as a dexterity in “reading” the market.	D	√	√
12.	Good knowledge of supplier or third-party management software.	D	√	√
13.	Excellent written and verbal communication and interpersonal skills.	E	√	√
14.	Ability to work under pressure and to deadlines.	E	√	√
15.	Excellent attention to detail with a high degree of accuracy.	E	√	√
16.	Full and up to date knowledge of best practice in the financial field.	D	√	√
17.	Experience in collecting and analysing data.	E	√	√
18.	Ability to analyse, interpret and present financial information.	E	√	√
19.	Strong ICT skills in excel and a good understanding of software packages.	D	√	√
20.	Ability to maintain a high level of confidentiality and discretion at all times.	E	√	√

21.	Self-motivated with a can-do attitude.	E	√	√
22.	Good administration and organisational skills.	E	√	√
PERSONAL CHARACTERISTICS				
23.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
24.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
25.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



BRINGING EDUCATION TOGETHER

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