



JOB DESCRIPTION

Job Title: Procurement Manager

Reporting to: Head of Procurement

Grade: 10/11

Employee Values

The post holder will be expected to operate in line with our employee values which are:

- **Ambition without limit**
- **We break down barriers**
- **We turn our best into normal**
- **Every interaction counts**
- **We are a family**

Overall Purpose of the Post

To support the Head of Procurement in the delivery of a professional, compliant, and value-for-money procurement service across the Trust. You will be responsible for managing mid-level tenders, overseeing supplier performance across all non-staffing spend to suppliers to maximise the value for money secured for our students.

This is an ambitious, growing organisation, with a national profile. As a key member of this team you will have significant scope for future development and will be instrumental in the ongoing success of 30,000 students, and therefore, the organisation.

Key Responsibilities

1. Tendering & Contract Management

- Lead on the procurement of goods, services, and works at or around Find a Tender Service thresholds.
- Draft high-quality tender documentation, including specifications and evaluation criteria.
- Manage the end-to-end e-tendering process, ensuring full compliance with the Academy Trust Handbook and Public Contracts Regulations 2023.
- Maintaining up to date records such as the Trust-wide Contract Register and pipelines.

2. Strategic Support & Value for Money

- Identify opportunities for collaborative buying across the Trust's schools to drive down costs.
- Analyse spend data to identify patterns and areas for potential savings or efficiency gains.
- Support the Head of Procurement in implementing the Trust's long-term Procurement Strategy.

3. Supplier & Stakeholder Engagement

- Act as the primary point of contact for Headteachers and School Business Managers regarding day-to-day purchasing queries.
- Conduct regular performance reviews with key suppliers to ensure Key Performance Indicators (KPIs) are being met.
- Provide guidance to school-based staff on "best practice" procurement and internal financial regulations.

4. Team Collaboration

- Provide technical oversight for the Admin Assistants activities and basic compliance checks.
- Ensure all tender documentation is accurate, and deadlines are met for submissions.

5. Compliance and Best Practice:

- Ensure that all procurement activities adhere to the Trust's internal policies and comply with The Procurement Act 2023.
- Support the procurement team in identifying and implementing best practices within the procurement process.
- Work with wider Trust stakeholders to support their adherence to procurement best practices.
- Support the Trust's Net Zero / sustainability agendas by evaluating the environmental impact of suppliers and goods

6. Training & Development:

- Participate in procurement-related training and development opportunities to enhance skills and knowledge.
- Develop working knowledge of Outwood's policies and procedures and of regulatory codes and codes of conduct relevant to own work, adhering to mandatory procedures to ensure own work is undertaken to the required standards.

Special Features

As a Trust with a family of schools, the postholder will be based at the Trust's head office in Wakefield, West Yorkshire but would also be required to attend other academies within the Outwood Grange Family of Schools, based on requirement.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Trust's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy
- To comply with the Trust's Child Safeguarding Procedures, including regular liaison with the Academies' Designated Child Safeguarding Person over any safeguarding issues or concerns
- To comply with the Trust policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Full driving license and access to a vehicle as required.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Trust or its Academies.