



JOB DESCRIPTION

Job Title: Procurement Manager
Grade: PO4, SCP 35-38
Reporting to: Chief Financial Officer

Job Purpose

The Procurement Manager is a key member of the trust's central team, responsible for leading the end-to-end procurement lifecycle to secure the best possible commercial outcomes for the trust. The postholder will ensure all procurement activity is fully compliant with UK public procurement regulations, the Academy Trust Handbook, and the trust's Financial Procedures, while driving value for money, transparency and robust governance. They will lead the development, implementation and continuous improvement of the trust's procurement strategy, policies and procedures, embedding best practice and ensuring consistent, compliant processes across all academies. The role includes oversight and management of the trust's contract register and major commercial agreements, providing expert support and guidance to Principals and central team Directors to secure strong contract performance, timely renewals and maximised commercial value throughout the contract lifecycle.

Key Responsibilities

Procurement Leadership & Assurance

- Lead compliant procurement processes for goods and services of significant financial value, including requirement gathering, route-to-market decisions, use of frameworks or tendering, evaluation, contract negotiation, award and mobilisation.
- Develop and deliver the trust's procurement strategy, embedding best practice, innovation, sustainability and social value.
- Build, maintain and manage the trust's forward procurement pipeline, working with Principals and central team Directors to support proactive planning and minimise service risk across academies.
- Identify and use appropriate procurement routes, including public sector frameworks, DPS and open competition, meeting the requirements of the Procurement Act 2023 and maintaining audit-ready documentation.
- Ensure all procurement activity aligns with the Academy Trust Handbook and internal Financial Procedures, including delegated authorities, assurance requirements and value-for-money expectations.
- Lead internal audit reviews of procurement and contract management processes, ensuring compliance with legal, regulatory and internal standards and maintaining complete, audit-ready documentation.
- Own procurement-related audit findings, ensuring agreed corrective actions are implemented and improvements are embedded across the trust.
- Produce an annual procurement assurance report for trustees, summarising activity, compliance performance, contract risks, value-for-money outcomes and strategic priorities for the year ahead.
- Develop, implement and maintain procurement policies, procedures, templates and guidance.
- Monitor, analyse and report on procurement data, spend, savings, risks and commercial opportunities to senior leaders and trustees.
- Remain informed about market trends, regulatory updates and sector developments to support forward planning and decision-making.
- Provide expert procurement advice and promote compliant, ethical and effective purchasing practices across all academies.

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- Identify opportunities for collaborative procurement, trust-wide efficiencies and use of DfE-approved frameworks and buying routes.
- Provide training, guidance and communication to staff involved in procurement or contract management across the trust.
- Act as a required co-signatory for high-value contract awards, tender evaluations and procurement business cases within delegated thresholds, providing commercial assurance, compliance checks and value for money validation.
- Monitor and manage procurement risk, conflicts of interest and compliance with related policies such as modern slavery and data protection.
- Ensure statutory reporting obligations are met, including publication of contract award notices and change notices.

Contract and Supplier Management

- Develop, maintain and oversee the trust's central contract register to ensure accuracy, visibility of renewal timelines and compliance with procurement thresholds.
- Provide commercial support and expert advice to Principals and central team Directors in the management of major contracts., seeking legal advice where appropriate.
- Support Principals and central team Directors with contract and supplier performance reviews, commercial negotiations, contract variations and exit planning to ensure services meet agreed KPIs and deliver value for money, quality and continuous improvement.
- Produce clear and insightful reports on supplier performance, contract risks and commercial opportunities for executive leaders and trustees.
- Represent the trust in supplier meetings and relevant sector or procurement networks to share best practice and strengthen market intelligence.
- To undertake other duties commensurate with the grade of the post at the request of the line manager or Executive Team.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	
A degree/higher education level qualification in a relevant subject or be working towards.	E
CIPS (Level 4–6) or equivalent professional qualification.	E
GCSE English and Mathematics Grade C/4 or above (or equivalent).	E
Completion of Cabinet Office/TPP learning on the Procurement Act 2023 (or willingness to complete).	D
Knowledge and Skills	
Strong working knowledge of public procurement in education or wider public sector, including categories such as professional services, estates, facilities, IT.	E
Understanding of the Procurement Act 2023, DfE Buying for Schools routes and frameworks, and the Academy Trust Handbook procurement controls and governance expectations.	E
Excellent verbal and written communication skills, with the ability to engage confidently with senior leaders and external partners.	E
Commercially astute with strong analytical, financial and risk skills.	E
Strong judgement when dealing with suppliers and contractors.	
Flexible, collaborative approach to working as part of a team.	E
Ability to build and maintain effective working relationships with colleagues and external organisations.	E
Strong IT skills, with the ability to use and quickly learn administrative systems.	E
Experience	
Minimum of two years' experience leading complex, high value procurements end to end, including designing tender documentation, evaluation models and contracts.	E
Experience of managing a trust or organisation wide contract register and coordinating renewals.	E
Experience in one or more of the following areas: supplier performance management, commercial negotiation, contract change control, preparing clear business cases, risk assessments and executive/board level reports.	E
Practical working experience of delivering multi-site procurements for a group	D
Experience in a school, academy or education-related setting.	D
Personal Effectiveness	
Highly organised, with the ability to prioritise competing demands effectively.	E
Proactive and self-motivated, demonstrating initiative and seeing tasks through to completion.	E
Strong problem-solving skills with a positive, solution-focused approach.	E
Ability to meet strict deadlines while maintaining high levels of accuracy and attention to detail.	E
Ability to design, maintain and improve administrative systems with minimal supervision.	E
High level of integrity, judgement and the ability to handle confidential information appropriately.	E
Strong numeracy and literacy skills.	E
Professional, tactful and diplomatic in approach.	E
Continuous Professional Development	
Evidence of commitment to Continuing Professional Development.	E
Other Conditions	
Enhanced DBS Clearance.	E

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We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Reviewed March 2026