



Job Description

Job Title:	Procurement Officer
Pay Scale	GLPC P03 FTE £44,331 - £47,532 Pro Rata 3 days 22/36 hours per week (£27,091 - £29,047) Flexible working considered Start Date ASAP
Reports To:	Director of Finance
<p>Main purpose of the post:</p> <ul style="list-style-type: none"> • To lead and manage the procurement function for the academy trust, ensuring the efficient and cost-effective acquisition of goods, services, and works. • To develop and implement procurement strategies and policies that align with the trust's financial and operational objectives and regulatory requirements • Identify and install a contracts register, to ensure all parties are full aware of contractual periods • To review and improve the system of procurement within the Trust and manage budgets • To build and maintain strong relationships with suppliers to ensure the best possible value for money and economies of scale are obtained. • Preparing Tender documents and managing end to end procurement exercises. 	
<p>General Employment Duties:</p> <ul style="list-style-type: none"> • Lead the development and implementation of procurement strategies and policies that align with the trust's financial and operational objectives. • Develop a medium to long-term procurement road map highlighting key and high value procurement strategies estimating savings achievable • Investigate and lead the implementation of a contracts register to ensure all parties are fully aware of contractual periods • Review and enhance the procurement process from requisition to payment, ensuring compliance with all relevant legislation and trust policies. • Implement an effective system for recording all contracts and licenses and ensuring that renewal authorisation is obtained well in advance of any notice period. • Negotiate and manage contracts with suppliers to secure the best possible value for money. • Liaise with the finance team and academy staff, providing them with guidance, support, and training in day to day procurement • Oversee the maintenance of accurate and up-to-date procurement records. • Prepare and submit procurement reports to the Director of Finance and assist in the budgeting/forecast process. • Identify and implement opportunities to improve the efficiency and effectiveness of the procurement function. • Stay up-to-date with changes in procurement legislation and best practices. 	
General Information:	
Equality of Opportunity	<ul style="list-style-type: none"> • As a member of Trust staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.

	<ul style="list-style-type: none"> ● Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> ● To treat all information acquired through employment, both formally and informally, in strict confidence. ● To be aware of the school's responsibilities under the Data Protection Act 2017 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> ● Any other duties as reasonably required by any manager of the school. ● Participating in the ongoing development, implementation and monitoring of the school development plan. ● Attend regular meetings as required and make a positive contribution during meetings.
Safeguarding	<ul style="list-style-type: none"> ● Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Person Specification

Qualifications and Professional Development	Essential	Desirable
Chartered Institute of Procurement and Supply (CIPS) qualification	✓	
Experience in Public Sector Procurement.	✓	
Minimum of 5 years' experience in a procurement management role.	✓	
Experience in developing and implementing procurement strategies and policies.	✓	
Proven track record of negotiating and managing successful contracts with suppliers.	✓	
Strong leadership and communication skills.	✓	
Excellent attention to detail and organisational skills.	✓	
Ability to work independently and as part of a team.	✓	
Commitment to continuous improvement.	✓	
Ability to be proactive, use initiative and take personal responsibility for all work.	✓	
Punctual and reliable with a 'can do attitude'	✓	
Maintain confidentiality where appropriate	✓	
Experience in the education sector and managing public funds.		✓
Experience in managing a budget.		✓

This job description may be amended at any time after consultation with the post holder.