

Job Description

Post Title:	Trust Procurement Officer
Post Grading:	Grade 6 (pt 15-18) £14,865 - £15,965 actual (FTE £31,067 - £33,366) <i>pay award pending</i>
Hours:	Minimum 20 hours a week, 40 weeks a year (opportunity for negotiation with the successful candidate)
Responsible to:	Chief Administrative Officer (CAO)
Date:	21 st August 2025 (start of Autumn Term)

Overall Purpose of this Post: To support the Executive Leadership Team in the procurement of high value contracts, and to coordinate the purchasing of low and medium value contracts, for goods and services required by the Trust and its Academies, securing best value in line with Procurement Regulations, the Academies Trust Handbook and Trust Financial policies and procedures.

Major Objectives: These will include, as appropriate, those that reflect the Trust's key value: "Winning Hearts, Inspiring Minds" through Collaboration, Inspiration, Diversity and Community.

1. Ensuring procurement of goods and services is compliant and cost effective, securing best value outcomes for the Trust and its Academies.
2. Co-ordinating and overseeing low and medium value procurement of goods and services through conception, award and implementation, working with the Trust and its Academies.
3. Assisting the CAO with high value procurement of goods and services.
4. Administering contracts register, maintaining an accurate and up to date record of all contracts, proactively monitoring and co-ordinating terminations and renewals.
5. Ongoing contract management, working with suppliers, the Trust and Academies to quality assure service delivery against KPIs and contract terms.
6. Monitoring and co-ordinating the procurement needs of individual Academies, providing support and advice and identifying opportunities for consolidation and standardisation to secure efficiencies and best value.
7. Developing strong working relationships with suppliers, to allow for effective negotiation and making purchasing recommendations to support Trust and Academy staff.
8. Ensuring that suppliers and stakeholder communications are dealt with in a friendly and courteous manner, working to resolve these efficiently and effectively.

9. Ensuring accuracy and confidentiality in dealing with requests and maintaining records, ensuring compliance with GDPR.
10. Embracing our core values and ensure that collaborative working underpins everything we strive to achieve.

Summary of job tasks:

1. Ensure best value and greater economies of scale through development of strong relationships and negotiations with suppliers, aligning purchases.
2. Work closely with key stakeholders within the Trust and Academies to ensure specifications and statements of requirements are fit for purpose.
3. Produce high quality, compliant tender documentation.
4. Administer and manage the use of framework contracts and framework agreements for goods and services.
5. Improve existing, or develop new purchasing procedures, to support with the effective purchasing of goods and services (such as learner transport, staff travel and hotel bookings).
6. Work with the Trust and Academies to ensure all existing contracts remain fit for purpose, gathering and consolidating data to inform future procurement decisions.
7. Administer the Trust contracts register, maintaining an accurate and up to date record of all contracts, proactively monitoring and co-ordinating terminations and renewals.
8. Vetting new suppliers for inclusion on the Trust approved supplier list.
9. Achieve positive and effective lines of communication and support with all staff, stakeholders, supplier groups and external agencies.
10. Maintain competence in role by attending training as required and keeping up to date with the relevant guides, procedures, forms, etc. used across the Trust.
11. Promote the Trust and Academies to, and raising the profile within, the local community.
12. Be prepared to work flexibly during busy periods.
13. Maintain positive relationships and communicate with other colleagues, agencies/professionals. Attend and participate in meetings, sharing experience and skills with others.
14. Perform other ad hoc duties and assignments as may be determined by the Trust Administrative Officer and the wider Executive Team.
15. Report all concerns to an appropriate person.
16. Any other duties commensurate with the post

Trust Procurement Officer Grade 6 - Person Specification

Ref	Criteria	E/D	App	Ref	Int
1. Qualifications and Training					
1a	A level of numeracy and literacy sufficient to carry out the duties of the post (min Level 5 GCSE Maths & English)	E	✓		
1b	CIPS Level 4 (or working towards) or minimum of 2 years' equivalent experience in procurement, working in a similar role.	E	✓		
1c	PRINCE2 or similar project management qualification or equivalent experience.	D	✓		
2. Professional Experience and Knowledge					
2a	Experience of running successful procurements processes, from conception to completion.	E	✓		✓
2b	High level of literacy and ability to produce high quality, compliant tender documents such as SQ, SoR, MoI and ITT.	E	✓		✓
2c	Experience of negotiating with suppliers to secure best value.	E	✓		✓
2e	Experience of maintaining an up to date and accurate contracts register.	E	✓		✓
2g	Knowledge of Procurement law and experience of complying with statutory regulations.	E	✓		✓
2h	Experience of extracting, collating and analysing data from a mixture of manual and computer sources.	E	✓		✓
2i	High level of IT competence; proficient in MS Office Packages.	E	✓		✓
2j	Experience of applying risk management techniques.	D	✓		✓
2k	Experience of working in an educational setting in a procurement capacity.	D	✓	✓	✓
3. Equal Opportunity					
3a	Must be able to recognise discrimination in its many forms and willing to put the equality policies into practice.	E	✓		✓
4. Other Skills					
4a	Able to adapt to new legislation, policies and procedures.	E	✓		✓
4b	Able to use own initiative to problem solve and make recommendations, demonstrating a willingness to embrace change.	E	✓	✓	✓
4c	Flexible and committed approach, with a desire to meet Trust objectives in a compliant manner.	E	✓		✓

4d	Able to prioritise and meet deadlines with unexpected, changing and urgent demands.	E	✓	✓	✓
4e	Able to record information accurately with high attention to detail, providing clear and concise information.	E	✓		✓
4f	Able to work as part of a local team and the wider Trust.	E	✓	✓	✓
4g	Maintain positive relationships with suppliers, external agencies and stakeholders, in line with the responsibilities of the role.	D	✓	✓	✓
5. Personal Qualities					
5a	Have the ability to support and advise staff sensitively whilst working within compliant procurement processes.	E	✓		✓
5b	Be driven to deliver support through exceptional customer service.	E	✓		✓
5c	Highly motivated with positive approach towards work.	E	✓	✓	✓
5d	A solution focussed individual.	E	✓		✓
5e	High level oral and written communication skills with a strong attention to detail.	E	✓	✓	✓
5f	High standards of professionalism, confidentiality & discretion.	E	✓		✓
5g	Calm and focussed under pressure.	E	✓		✓
5h	Reliable, punctual, and flexible when required.	E	✓	✓	✓
6. Other Considerations					
6a	Current driving licence and access to suitable vehicle as role requires some travel between all Academies within the Trust.	E	✓		✓
6b	Willing & able to travel locally to other schools / colleges / academies and occasionally to other local or national venues as appropriate.	E	✓		✓

E – Essential, **D** – Desirable

App – Application Form, **Ref** - Reference, **Int** - Interview