

Purchasing & Contracts Manager

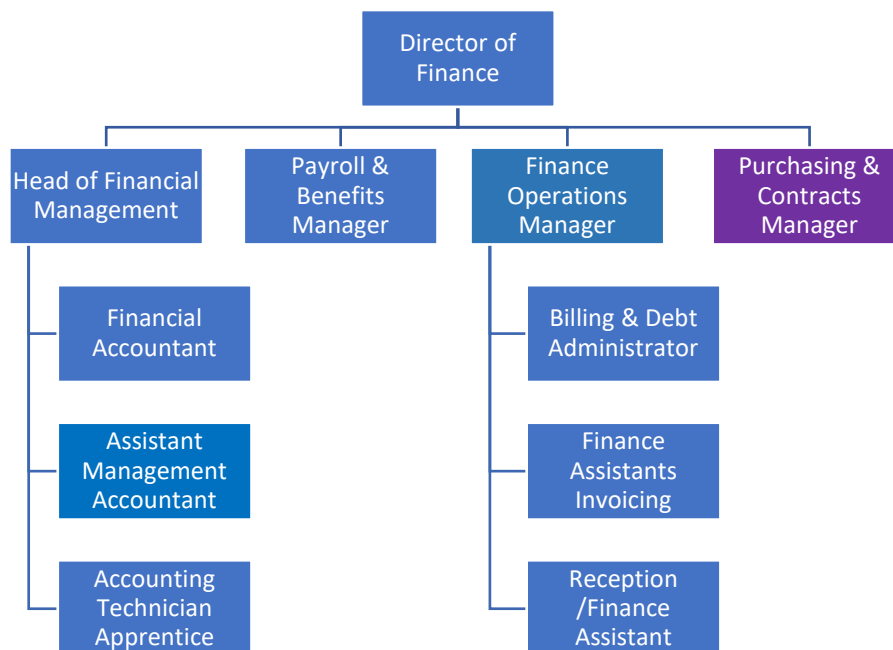
Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

The purpose of the role is to provide a high-quality Procurement, Commercial & Contract Management service to Oundle School and its subsidiaries, and to provide commercial support to the Director of Finance, The Bursar & wider Leadership Team.

Working within the Finance team, the role holder will report to the Director of Finance, and is responsible for leading Procurement, Supplier Management & Commercial processes, adapting, improving, and ensuring best practice is always applied; and being accountable for supplier relationships from outset of decision to tender, tender invite through to handover as BAU. To include Tender Management, Contract Award, Mobilisation and sign off to BAU.



Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- Act as advisor to BMT, Leadership Team and School community to ensure all services are procured in the best interests of the School both commercially and practically, ensuring value for money is embraced and maximised across the School.
- Act as an advisor and stakeholder to ensure commercial integrity of projects, from project initiation to completion.
- To lead, adapt, improve, and ensure all procurement & commercial processes are fit for purpose, ensuring that they are best practice and utilise up to date technology.
- Ensure a robust control environment is implemented and maintained throughout all procurement & commercial processes.
- Authorise new suppliers for School use following due diligence.
- Establish and maintain database of contracts in use across the School.
- Ensures timely and appropriate reporting and feedback to manager and wider stakeholders as appropriate.
- Assist with specific projects as required.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
CIPS Member		•
Educated to Degree level		•
Competencies, Skills & Experience	Essential	Desirable
Significant experience of successfully leading Procurement, Supplier Management & Commercial processes	•	
Commercially astute with the ability to identify opportunities.	•	
Able to build compelling cases for change and drive these through to successful delivery.	•	
Comfortable with decision-making, with the ability to adjust to new or changing requirements and to minimise the impact of change on stakeholders.	•	
Good working knowledge of procurement systems & processes.	•	
Intermediate Excel & Word skills.	•	
Excellent understanding of best practice financial processes.	•	
Ability to work & influence stakeholders across the School.	•	
Good working knowledge of contracts & lease documentation.	•	
Experience of implementing processes and controls.	•	
Experience of producing management information.	•	
Experience of proposing solutions.	•	
Demonstrates an appropriate awareness of Safeguarding issues and a Health and Safety mind set.	•	
Excellent understanding of best practice financial processes.	•	
Ability to work & influence stakeholders across the School.	•	
Good working knowledge of contracts & lease documentation.	•	
Experience of implementing processes and controls.	•	
Experience of producing management information.	•	

Experience of proposing solutions.	•	
Demonstrates an appropriate awareness of Safeguarding issues and a Health and Safety mind set.	•	
Knowledge of Unit4 Business World/ Agresso system		•
Advance excel skills		•
Personal qualities	Essential	
Proven communication skills (written, verbal, presentation and listening) and good liaison / negotiation skills	•	
Excellent liaison/ negotiation skills	•	
Self- motivated and team player across functions.	•	
Ability to think laterally	•	
Ability to develop relationships with external customers	•	
Takes personal responsibility for own objectives and those of the team, sets priorities, monitors progress, and reschedules, as necessary.	•	
Check's quality and accuracy of own and other's work.	•	
Adheres to guidelines and procedures	•	
Uses initiative and acts quickly to resolve problems	•	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** To be agreed, subject to full clearance of pre-employment checks, and notice period.
- **Contract:** Permanent
- **Working weeks:** 52 weeks.
- **Hours of work:** The requirement is to work 20-24 hours per week. The specific days, start and finish times can be discussed at the interview stage.
- **Salary:** £60,000-£65,000 FTE, dependent on experience. You will be paid each month through the year.
- **Holidays:** 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. The School contractually determines that 3 holiday days, be taken between Christmas and New Year, where staff are contracted to work this period. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

**Closing date for applications is Wednesday 30 September 2026, 9am.
Interviews will be held on week commencing 5 October 2026.**

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193