

JOB DESCRIPTION

Employment Details

Job Title	Junior Procurement & Contracts Officer
Reports to	Commercial Director
Salary Band	WHF NJC L Grade (L7-15)

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role

The Junior Procurement and Contracts Officer will support procurement and contract management within the Trust. The role includes assisting with sourcing goods and services, ensuring compliance with procurement policies, aiding contract administration, and helping to secure best value for the Trust.

Responsibilities

Procurement Support

- Assist with procurement processes in line with Trust policies and UK public sector procurement regulations.
- Prepare and issue purchase orders, tender documents, and requests for quotations (RFQs).
- Support supplier evaluation and selection.
- Maintain accurate procurement records and databases.
- Monitor supplier performance and delivery schedules.

Contract Administration

- Assist in drafting, reviewing and managing contracts under senior supervision.
- Ensure contracts meet legal and regulatory requirements relevant to the education sector.
- Maintain an up-to-date contract register.
- Support contract renewals, extensions and negotiations as needed.

Compliance and Reporting

- Ensure that procurement activities comply with internal policies and public sector guidelines (e.g. The Procurement Act 2023).
- Support procurement related audit processes.
- Assist in preparing reports on procurement activities, spend analysis and contract status.

Relationship Management

- Liaise with suppliers to resolve routine queries and issues.
- Work closely with academy staff to understand procurement needs and provide support.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:	Commercial Director	Issue Date:	June 2026
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> Educated to GCSE level or equivalent. Willingness to learn and develop skills in procurement and contract management. 	<ul style="list-style-type: none"> A Level qualifications. Procurement related qualifications (e.g. CIPS Level 2)
Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none"> Some experience in procurement, contracts, or related administrative roles. Strong organisational skills and attention to detail. Good written and verbal communication skills. Proficiency in Microsoft Office (Excel, Word, Outlook). 	<ul style="list-style-type: none"> Ability to work independently and collaboratively within a team.
Specialist Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Basic understanding of procurement principles and public sector procurement rules. 	<ul style="list-style-type: none"> Knowledge of the education sector or Multi-Academy Trust environment.
Personal Traits	
The successful candidate will:	
<ul style="list-style-type: none"> Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. Have values that align with the ethos and culture of The White Horse Federation. 	