



PROCUREMENT ADMINISTRATOR CANDIDATE PACK



FROM THE CHIEF EXECUTIVE

Thank you for your interest in working with us at River Learning Trust. You will see from our website that we are a flourishing multi-academy Trust and we are continuing to grow as like-minded schools choose to join us.

This role within our central team is a significant development of our central operational capabilities and directly supports our ability to deliver our vision, ensuring that working together across the Trust delivers the best possible experience and resources for all of our children, young people, and colleagues.

The postholder will work closely with our Head of Procurement, Procurement Contract Performance Manager, and Operational Contract Liaison Officer, providing crucial operational and administrative support across RLT schools.

You will play a pivotal role in driving the central procurement team's success. You will be instrumental in managing critical procurement communications, leading a major data migration project to transfer our contract records from Excel into our dedicated Multiquote database, administering tender documentation, and maintaining Trust-

wide project plans and weekly newsletters.

We ask a lot of the people that work with us, and we think we offer a lot in return. Most importantly, we have a real commitment to training and professional development for everyone that works with us. It's busy, it's stretching, and it's incredibly rewarding.

This position is permanent and offered on a part-time basis of 15 hours per week over 2 or 3 days (Tuesday to Thursday), all year round. It is a hybrid role, with a minimum of one day per week based at our Central Team Offices at Rose Hill Primary School.

If you are passionate about efficient administration, meticulous data management, and the positive impact well-managed operational support can make to the successful running of our schools, then this post is for you. We would love to hear from you.

If you have any questions, please contact Tracey Angio, RLT Head of Procurement tangio@riverlearningtrust.org to arrange a call.

Thank you again for your interest and we look forward to hearing from you.

Paul James, Chief Executive



PROCUREMENT ADMINISTRATOR

Job title: Procurement Administrator

Grade: Grade 7 FTE: £29,065 - £31,022

Working hours: 15 hours per week over 2 or 3 days (Tuesday to Thursday)

Contract terms: All year round. Permanent

Location: Hybrid role with a minimum one day per week in the Central Team Offices at Rose Hill Primary School

Line manager: Head of Procurement

Disclosure level: Enhanced DBS

JOB PURPOSE

The Procurement Administrator plays a pivotal role in driving the central procurement team's success, delivering high-quality administrative support that underpins seamless procurement operations across the River Learning Trust (RLT). A major initial focus will be leading a critical data migration project - transitioning our contract records from Excel into the dedicated Multiquote database to establish automated, robust contract review reminders. Moving forward, the post-holder will serve as the central hub for the department, managing all procurement communications, administering tender documentation, and maintaining both the Trust-wide procurement project plan and weekly newsletters.

KEY RESPONSIBILITIES

1. DATABASE MANAGEMENT & DIGITAL TRANSITION

- Lead the data migration project to transfer the Trust's contract register from Excel into the Multiquote database;
- Ensure data accuracy, completeness, and clean formatting during the transition;
- Establish automated and manual contract review reminders in the calendars of relevant procurement and school team members to prevent contract lapses.

2. COMMUNICATION & STAKEHOLDER ENGAGEMENT

- Act as the primary, professional point of contact for the procurement function;
- Build strong, collaborative relationships predominantly with School Business Managers (SBMs) across the Trust;
- Coordinate and gather school feedback on the performance of established contracts;
- Coordinate the logistics for Tender Working Parties, including scheduling; distributing agendas, and arranging supplier visits across the Trust schools
- Draft and distribute regular procurement project updates to relevant school leaders;
- Manage, curate, and distribute the weekly procurement newsletter updates.

3. TENDER & DOCUMENT ADMINISTRATION

- Assist in creating and formatting standard tender documents, supporting specifications, and supplier questionnaires;
- Administer the post-tender documentation suite, including preparing standard contracts, award letters, and tender assessment summaries;
- Maintain an organised, compliant, and easily accessible digital filing system for all procurement assets.

4. TEAM COORDINATION & PROJECT TRACKING

- Support the Head of Procurement, Procurement Contract Performance Manager, and Operational Contract Liaison Officer to ensure team cohesion;
- Actively maintain and update the master procurement project plan, tracking deadlines and flagging potential delays to the team.

TRUST WIDE RESPONSIBILITIES

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles;
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

SAFEGUARDING STATEMENT

The River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

PERSON SPECIFICATION

REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

QUALIFICATIONS	ESSENTIAL	DESIRABLE	HOW ASSESSED
GCSE	x		Application Form
SKILLS	ESSENTIAL	DESIRABLE	HOW ASSESSED
• Exceptional written and verbal communication skills, with a proven ability to build effective relationships with stakeholders and convey complex information clearly. • Strong aptitude for learning and adapting to new software, databases, and digital systems efficiently. • Advanced proficiency in the Google Workspace suite, with the ability to produce professional reports, complex financial data sheets, and high-impact presentations. • Demonstrable project management capabilities, including the ability to plan, track, and deliver tasks to meet deadlines.	x x x x		Application Form & Interview Application Form & Interview Application Form & Interview Application Form & Interview

PERSON SPECIFICATION

REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

EXPERIENCE	ESSENTIAL	DESIRABLE	HOW ASSESSED
• Basic Contract & Compliance Support: Familiarity with maintaining contract repositories, tracking renewal or expiration dates, and ensuring incoming requisitions adhere to company purchasing policies and approval thresholds.	x		Application Form & Interview
• Data Entry & Google Workspace Reporting: Advanced knowledge of Google Sheets (pivot tables, lookup functions, data cleanup) to generate accurate quarterly vendor spend analysis, maintain live inventory logs, and track purchase order workflows in real time		x	Application Form & Interview
• Project Tracking & Reporting: Proactively coordinated with cross-functional team members to gather real-time status updates, consolidating progress, risks, and milestones into clear, actionable weekly executive summaries.	x		Application Form & Interview

PERSON SPECIFICATION

REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

EXPERIENCE	ESSENTIAL	DESIRABLE	HOW ASSESSED
• Multi-Stakeholder Collaboration: Cultivated strong, collaborative relationships across a matrixed environment, serving as a primary liaison between internal colleagues, School Business Managers, and external vendors. • Relationship Management & Coordination: Partnered closely with School Business Managers and third-party providers to align service expectations, streamline operational workflows, and ensure on-time service delivery	x		Application Form & Interview
		x	Application Form & Interview
KNOWLEDGE	ESSENTIAL	DESIRABLE	HOW ASSESSED
• Compliance & Regulations: Awareness of public procurement regulations (e.g., PCR 2015), internal financial policies, approval thresholds, and audit requirements. • Contract Management: Knowledge of different contract types (fixed-term, framework agreements), understanding standard terms and conditions, and managing renewal/expiration cycles.		X	Application Form & Interview
		X	Application Form & Interview

PERSON SPECIFICATION

REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

KNOWLEDGE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Financial Processes: Familiarity with purchasing workflows, procurement e-tendering systems, invoicing, and spend tracking.		x	Application Form & Interview
Supplier Relationship Management: Understanding how to report vendor performance against agreed-upon Key Performance Indicators (KPIs).	x		Application Form & Interview
Data Protection & GDPR: Knowledge of how to handle sensitive vendor and contract data securely, especially when dealing with contracts containing personal information.	x		Application Form & Interview
Safeguarding: (Specific to school/education trusts) Understanding of safeguarding principles, particularly the need to verify that suppliers or contractors have appropriate clearance (like DBS checks) before working on-site.	x		Application Form & Interview

PERSON SPECIFICATION

REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
• Collaborative: A natural relationship-builder who enjoys being the central point of contact for a busy team, collaborating effectively with School Business Managers and suppliers.	x		Application Form & Interview
• Proactive: A self-starter who anticipates departmental needs, manages diaries effectively, and establishes critical renewal timeline reminders well in advance.	x		Application Form & Interview
• Meticulous: Possesses a high attention to detail and a methodical approach to data entry, record-keeping, and the preservation of audit compliance trails.	x		Application Form & Interview
• Adaptable and Resilient: Highly flexible in responding to shifting priorities, multi-site demands, and administrative deadlines within a dynamic educational environment.	x		Application Form & Interview
• Discreet and Trustworthy: Maintains exceptional professional integrity and confidentiality when accessing sensitive commercial, financial, and organisational data.	x		Application Form & Interview
• Aligned with Trust Values: Fully committed to the educational vision, collaborative ethos, and strict safeguarding guidelines of the River Learning Trust.	x		Application Form & Interview

PERSON SPECIFICATION

REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

SAFEGUARDING	ESSENTIAL	DESIRABLE	HOW ASSESSED
Understanding of current statutory processes, procedures and associated documentation.	x		Application Form & Interview
TRAINING/PROFESSIONAL CERTIFICATION	ESSENTIAL	DESIRABLE	HOW ASSESSED
- CIPS Procurement Fundamentals; - GCSE or equivalent in Maths and English.		X X	Application Form Application Form

RIVER LEARNING TRUST

WHAT WE CAN OFFER

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible experience for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing CPLD opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

HOW TO APPLY AND WHERE TO FIND FURTHER DETAILS

NB. Online applications through MyNewTerm.

If you have any questions, please contact Tracey Angio, RLT Head of Procurement tangio@riverlearningtrust.org to arrange a call.

- **Closing date** - Monday 28th September
- **Interview date**- Thursday 8th October

The River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#).

THE TRUST'S SCHOOLS

We currently educate more than 16,500 pupils and have more than 2,000 colleagues in the Trust. Our school-centred initial teacher training provider (OTT SCITT) and Oxfordshire Teaching School Hub trains around 150 trainees in around 50 schools in Oxfordshire, Berkshire and Wiltshire.

SECONDARY SCHOOLS

Cheney School
Chipping Norton School
Gillotts School
Gosford Hill School
Kingsdown School
The Cherwell School
The Marlborough CofE School
The Oxford Academy
The Swan School
Wheatley Park School

Horspath CofE Primary School
Larkrise Primary School
Madley Brook Primary School
Middle Barton Primary School
New Marston Primary School
Rose Hill Primary School
Sandhills Primary School
Seven Fields Primary School
Tower Hill Primary School
Witney Community Primary School
Windrush CofE Primary School
Wolvercote Primary School

PRIMARY SCHOOLS

Barton Park Primary School
Bayards Hill Primary School
Beckley CofE Primary School
Charlbury Primary School
Cutteslowe Primary School
Edith Moorhouse Primary School
Edward Feild Primary School
Garsington CofE Primary School

ALTERNATIVE PROVISION (AP)

Meadowbrook College

SCITT (TEACHER TRAINING)

OTT

TEACHING SCHOOL HUB

Oxfordshire Teaching School Hub



