



**PROCUREMENT CONTRACTS PERFORMANCE MANAGER
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 22.5 hours per week over 3 or 4 days (to include 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 CONTRACTS PERFORMANCE MANAGER

Job title: Procurement Contracts Performance Manager

Grade: Grade 13 FTE: £51,927 - £55,224

Working hours: 22.5 hours per week over 3 or 4 days (to include 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

Operating within the centralised Procurement function, this role ensures the Trust realises maximum value, compliance, and service quality across its commercial partnerships. Acting as the strategic architect of the Trust's contract performance framework rather than manually building reports, you will hold suppliers strictly accountable for building, maintaining, and populating their own performance dashboards.

Your core accountability rests on ensuring these supplier-led systems capture the granular detail required to be meaningful to individual schools, while seamlessly rolling up into high-level, strategic insights for the Trust Executive Team and Board.

KEY RESPONSIBILITIES

1. SUPPLIER DASHBOARD GOVERNANCE & ACCOUNTABILITY

- Enforce contractual obligations that mandate suppliers to design, fund, and maintain performance dashboards and reporting suites.
- Review, challenge, and approve supplier-proposed reporting tools prior to contract rollout, ensuring they meet the Trust's rigorous data standards.
- Audit supplier data inputs regularly to ensure accuracy, transparency, and that the "single source of truth" remains uncompromised throughout the contract lifecycle.

2. OPERATIONAL SPECIFICATION (INDIVIDUAL SCHOOL LEVEL)

- Collaborate with Headteachers, School Business Managers (SBMs), Operational Contract Liaison Officer and site teams to define what "meaningful performance" looks like on the ground.
- Ensure suppliers build local-level reporting that captures granular, daily operational realities (e.g., specific area cleaning failures, daily school meal uptake, localised IT ticket resolution times) so schools can manage day-to-day delivery effectively.
- Ensure the supplier's system features automated, user-friendly trigger alerts and clear escalation pathways for local school staff when KPIs drop below standard.
- Offer training to both the Operational Contract Liaison Officer and relevant school staff on using the contract management toolsets available.

3. STRATEGIC INTEGRATION (TRUST LEVEL)

- Define the architecture for how localised supplier data must be aggregated into high-level, macro-reporting for the Head of Procurement, COO, and Operations Director.
- Ensure supplier systems are capable of generating trust-wide compliance overviews, value-for-money metrics, and cross-academy performance comparisons.
- Translate high-level supplier dashboard data into strategic insights regarding commercial risk, estate-wide trends, and upcoming contract renewal strategies.

4. COMMERCIAL MANAGEMENT & CONTRACT REMEDIES

- Lead formal, strategic contract review meetings with key suppliers, using the supplier-generated data to drive accountability and performance improvements.
- Enforce contractual remedies, including service credits, financial penalties, or contract rectification plans, when supplier dashboards show sustained KPI failures.
- Act as the final escalation point for individual schools when localised supplier performance issues cannot be resolved at the site level or by the Operational Contract Liaison Officer.
- Support school business managers and the Operational Contract Liaison Officer by training them on key operational contract management principles, including providing an understanding of managing the service by reviewing P&L documents, Budget versus Actual reports and dealing with escalations on behalf of schools with suppliers.

5. REGULATORY COMPLIANCE & TPA REPORTING

- Lead the Trust's compliance with Procurement Act 2023 (TPA) reporting requirements, where procurement processes have been run under this legislation, ensuring all relevant notices including Performance Notices are published.
- Ensure ongoing compliance with the Public Contracts Regulations 2015 (PCR 2015), noting that all major contracts falling under this role to date have been run under these regulations.
- Oversee accurate data capture for statutory reporting, ensuring supplier performance assessments (KPIs) and records of poor performance or contract breaches are managed in accordance with TPA and PCR 2015 transparency regulations.
- Act as the subject matter expert for both TPA and PCR 2015 compliance, ensuring that contract management systems, supplier reporting, and internal audit trails are continuously aligned with government digital platform standards and statutory timelines.

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

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	• Practical experience or clear understanding of both the Procurement Act 2023 and PCR 2015 regulations • Equivalent relevant professional experience. • Professional development in contract management, public procurement, or supplier governance.	• Experience using central digital procurement platforms (e.g., Find a Tender Service or similar) to manage contract notices. • Contract management certification or experience in a commercial setting. • Experience of using E-tendering platforms(e.g Multiquote by Elcom)
Experience	• Proven experience in supplier management, commercial governance, or contract management within a multi-site procurement function. • Tracking record of defining KPI/SLA frameworks and holding third-party suppliers strictly accountable to them • Experience managing complex stakeholders, balancing the needs of local operational teams with corporate objectives.	• Experience working within a large Multi-Academy Trust (MAT), local authority, or the wider education sector. • Experience managing large-scale public sector corporate service contracts (e.g., Catering, Cleaning, FM). • Demonstrable knowledge of supplier performance assessment frameworks and their alignment with government transparency standards.

PERSON SPECIFICATION

REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Experience	Strong capability to translate complex regulatory requirements (specifically TPA 2023 Section 71 and PCR 2015 specifically reg 72 and reg 73) into actionable internal reporting processes.	
Technical & Analytical Skills	- Strong commercial acumen with the ability to interrogate supplier dashboards and spot data manipulation or gaps in reporting. - Ability to define business requirements for dashboard designs and data visualisation. - High level of proficiency in interpreting complex data structures to extract meaningful trends.	Familiarity with public sector Procurement and contract management systems.
Communication & Style	- Robust supplier management style with the confidence to challenge underperformance and negotiate remedies. - Exceptional listening skills—able to extract what is "meaningful" to a busy school principal and translate it into a technical supplier requirement	Experience delivering briefings or coaching to internal stakeholders on how to use supplier platforms to escalate issues

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 - 12 October 2026**
- **Interview date - 21 October 2026**

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



