



GREENSHAW
LEARNING TRUST

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RECRUITMENT PACK

Dear Candidate

Thank you for your interest in the role of Contracts & Procurement Lead at Greenshaw Learning Trust. We are seeking a highly motivated and collaborative individual with a significant background in contract management to fill this position. This role will be responsible for leading and optimising our contract lifecycle, ensuring compliance, minimising risk, and maximising value, within the broader context of our procurement strategies.

Ideally, you will have experience in managing a range of complex contracts, demonstrating a strong understanding of both public sector and commercial contract practices. This role offers an exciting opportunity to shape the future of our contract management functions and contribute significantly to the Trust's overall strategic objectives. The successful candidate will work proactively to develop and enhance our contract management practices, collaborating effectively with colleagues across the Trust to implement improvements and streamline processes. You will be a key player in ensuring that our contract management effectively supports our educational mission and strategic objectives, while rigorously managing risk and ensuring contractual obligations are met.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for pupils. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The Trust and our school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information at recruitment@greenshawlearningtrust.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Martin Evans
Head of Procurement



FINANCE & PROCUREMENT SERVICE

At Greenshaw Learning Trust, our Finance & Procurement Service is pivotal in maintaining financial sustainability, achieving optimal value for money, and ensuring rigorous compliance across our schools. Operating from our regional hubs in Sutton, Gloucester, and Plymouth, we deliver expert financial support and strategic oversight, with a strengthened focus on contract management and procurement, to drive efficiency and empower schools to concentrate on delivering exceptional education.

Central to our service is a robust Contract Management and Procurement function. We are committed to securing best-value contracts, ensuring compliance with procurement regulations, and managing supplier relationships effectively. This includes:

- Strategic Procurement Developing and implementing procurement strategies that align with the Trust's goals and deliver significant cost savings.
- Contract Lifecycle Management Overseeing all stages of contract management, from initial tendering and negotiation to performance monitoring and renewal, ensuring optimal value and compliance.
- Supplier Relationship Management Building and maintaining strong relationships with key suppliers to drive innovation, improve service delivery, and mitigate risks.
- Procurement Compliance Ensuring all procurement activities adhere to relevant legal and regulatory frameworks, minimising financial and operational risks.

To further enhance and streamline our services, we are investing in cutting-edge technologies. Our commitment to innovation encompasses:

- Cloud-based Financial Management To provide real-time data access for efficient budgeting and financial planning.
- Automated Procurement & Contract Management Streamlined processes to reduce manual tasks, and ensures regulatory compliance.
- Data Analytics for Procurement Leveraging advanced tools to identify trends, optimise spending, and inform strategic decisions.
- Digital Collaboration Platforms Enhance communication and coordination between schools and the shared service teams, particularly in procurement and contract activities.
- Strategic Procurement & Comprehensive Support Deliver robust financial oversight and expert contract management, empowering schools to focus on educational excellence.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, points 32 - 36, £44,253 - £48,738 per annum. Starting salary and pay points will be aligned with relevant regional NJC spine on appointment.

HOURS OF WORK

36 hours per week

PLACE OF WORK

GLT Shared Service Office, Corinium House, Barnwood Point, Business Park, Corinium Ave, Gloucester GL4 3HX . This role offers flexibility, including the option of working remotely/from home. However, frequent travel to Trust locations is essential for team meetings, school visits, and other key engagements.

PENSION SCHEME

This role includes membership of the **Local Government Pension Scheme (LGPS)**, a public sector defined benefit pension scheme. Both you and GLT make contributions, and your pension is based on your salary and length of service rather than investment performance.

A defined benefit pension – your retirement is guaranteed

Unlike the defined contribution pensions typical in the private sector, the LGPS guarantees your retirement income based on your salary and length of service – not subject to stock market performance. What you build is yours, and it is secure.

What the LGPS includes

Guaranteed pension for life	A secure income in retirement, index-linked annually to protect its value against inflation.
Tax-free lump sum	A tax-free cash payment on retirement in addition to your ongoing pension income.
Employer contributions	GLT contributes significantly on top of your salary – an employer rate that would cost considerably more to replicate through private provision.
Life assurance from day one	A lump sum of three times your annual salary paid to your nominated beneficiary if you die in service.
Ill-health protection	Enhanced pension provision if you are unable to work due to ill-health, without the waiting periods common in private schemes.
Flexible retirement options	Options to retire early, take additional voluntary contributions (AVCs), or adjust your pension flexibly as your circumstances change.

Full details of the Local Government Pension Scheme are available at www.lgpsmember.org

HOLIDAY ENTITLEMENT

The annual holiday entitlement is 26 days plus 2 extra-statutory days

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Contract & Procurement Lead
Responsible to:	Head of Procurement
Responsible for:	n/a

ROLE OVERVIEW

The Contracts & Procurement Lead is responsible for the day-to-day management of contracts across Greenshaw Learning Trust and for supporting procurement activity trust-wide. The role sits within the Finance & Procurement Service and works closely with the Head of Procurement, Finance Business Partners, and school-based colleagues to ensure contracts are compliant, well-managed, and deliver value for money. This is a hands-on operational role requiring strong attention to detail, sound commercial awareness, and the ability to build effective relationships with suppliers and internal stakeholders.

MAIN DUTIES AND RESPONSIBILITIES

Contract Management

Outcome: the Trust never inadvertently lapses, auto-renews, or falls non-compliant on a contract, and every contract delivers what it was procured to deliver.

- Own the Trust-wide Contract Register as the single source of truth on supplier commitments – keeping it accurate, current, and structured so that risk and renewal decisions can be made with confidence.
- Manage the full contract lifecycle from award to expiry or termination, monitoring key dates and triggering renewal, retender, or exit action in good time, and resolving day-to-day queries from suppliers and internal stakeholders.
- Hold suppliers to account through regular performance review, escalating underperformance and advising budget holders on renewal and re-procurement options.
- Ensure contracts and agreements meet the requirements of relevant legislation, the Academy Trust Handbook, and Trust policy.

Procurement Support

Outcome: procurement activity across the Trust is compliant, well-evidenced, and represents demonstrable value for money.

- Support the Head of Procurement in delivering procurement activity across all categories of Trust spend, including assisting Heads of Service and budget holders through tender and quotation processes.
- Maintain robust, audit-ready records of procurement activity, and use spend analysis to identify trends, flag anomalies, and inform category planning and the preferred supplier list.
- Manage new supplier onboarding, including the creation of supplier records in Sage Intacct, and monitor procurement processes to flag compliance issues or risk to the Head of Procurement.

Communication and Stakeholder Engagement

Outcome: colleagues across the Trust understand their contractual responsibilities and know how to get support quickly.

- Manage procurement and contract queries via the Trust's support ticketing system, ensuring timely and accurate responses.

- Maintain the Finance & Procurement intranet pages, keeping content up to date and useful for school-based colleagues.
- Deliver training and guidance to colleagues on contract management responsibilities, including use of the Contract Register and effective supplier relationship management.

Safeguarding

- Be aware of and comply with the Trust's Safeguarding Policy to ensure the welfare of children and young people.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people. This appointment will be subject to vetting, including an enhanced DBS disclosure.

The duties and responsibilities in this job description are not exhaustive and you may be required to undertake other duties from time to time. Any such duties should not substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Degree level qualification in law, business administration, procurement, or a related field (or equivalent professional experience).	●	
Relevant professional certification (e.g., IACCM, CIPS) is highly desirable.		●
Skills and experience		
Significant experience in contract management, including drafting, negotiating, and administering complex contracts.	●	
Proven track record of managing contract lifecycles from initiation to completion.	●	
Experience in supplier relationship management.	●	
Experience of working with and interpreting legal documents.	●	
Experience in contract management in the public or education sector.		●
Knowledge of Estate Management & IT contracts.		●
Experience in developing and implementing contract management policies and procedures.		●
Experience of providing training in contract management.		●
Personal attributes		
Skilled in high-level negotiation, complex contract analysis, and proactive risk mitigation.	●	
Demonstrates exceptional attention to detail, ensuring accuracy and compliance in all contractual matters.	●	
Excels in conveying complex information and fostering strong working relationships.	●	
Manages multiple priorities, meets deadlines, and maintains well-organised documentation.	●	
Upholds ethical standards, anticipates challenges, and drives results.	●	
Builds strong relationships and effectively manages diverse stakeholder expectations.	●	
Committed to the safeguarding of children	●	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on **12th October 2025**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

For an informal conversation about the role please contact: Martin Evans, Head of Procurement, 0333 037 1220, mevans@greenshawlearningtrust.co.uk

INTERVIEW PROCESS

Interviews will be held week commencing **19th October 2026**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



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