

Job Title: Contracts Officer

Responsible to: Chief Operations Officer

Terms and Conditions: All year round. Full Time 37 hours per week - Part time applicants will be considered.

Salary Scale: Scale F, Point 12-17 (£28,598 - £31,022) pro-rata.

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

- To provide operational support in procurement and contract administration across the Trust.
- To assist in ensuring compliance with procurement regulations, Trust policies, and financial procedures.
- To maintain accurate records of procurement activity and contracts, supporting value for money and governance assurance.
- To act as a first point of contact for schools and colleagues on routine procurement queries.

Key Areas of Responsibility

Contract Administration

- Maintain and update the Trust Contract Register, ensuring renewal dates and key milestones are tracked.
- Support contract monitoring by collating supplier performance information and escalating concerns to senior colleagues.
- Assist with contract variations, extensions, and terminations under direction.
- Ensure GDPR and data sharing agreements are logged and filed appropriately.

Procurement and Compliance

- Assist in preparing tender documentation and advertising opportunities under guidance.
- Support the identification and use of approved frameworks and preferred suppliers.
- Ensure purchase orders and procurement activity comply with Trust financial regulations and the Academies Handbook.
- Help maintain the preferred supplier list and encourage its use across the Trust.

Financial Efficiency

- Collect and record savings data and efficiency measures for reporting.
- Undertake basic benchmarking exercises to evidence value for money.
- Contribute to procurement dashboards and summaries for senior leaders and trustees.

Advice and Support

- Provide routine guidance to schools and colleagues on procurement processes.
- Support training and awareness sessions on ordering systems and compliance.
- Keep up to date with changes in procurement regulations relevant to education and the public sector.

Safeguarding

- Respect confidentiality and safeguarding responsibilities.
- Engage in professional development opportunities to build procurement knowledge (e.g. CIPS Level 2+).

Health and Safety

- Be aware of the responsibility for your personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Continuing Professional Development
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified taking full advantage of any relevant training and development available.

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 role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • Relational and emotionally intelligent • Self-aware • Curious • Accepting • Empathetic • Reflective 	<ul style="list-style-type: none"> • Curious about procurement career pathways
Qualifications	<ul style="list-style-type: none"> • A minimum of 5 GCSEs A-C (including English and Maths) or equivalent Candidates should possess either • Procurement related qualification or willingness to obtain (e.g. CIPS Level 2 +) 	<ul style="list-style-type: none"> • A Bachelor's degree in Business Management, Finance, or Supply Chain Management, • CIPS Level 4–6 from the Chartered Institute of Procurement & Supply. • CIPFA Diploma in Contract Management with public sector procurement experience.
Experience	<ul style="list-style-type: none"> • Administrative or finance support experience 	<ul style="list-style-type: none"> • Exposure to procurement in education/public sector

Skills/Knowledge	<ul style="list-style-type: none"> • Understanding of public sector procurement practices and regulation • Good IT skills (MS Office/Google Suite), • Accuracy in record-keeping. • Ability to follow processes • Experience in making improvements to processes or systems within an organisation • Proficient IT skills, including Microsoft Office/ Google suite. • Ability to work in a small team without supervision • Ability to communicate effectively with a wide range of audiences, including all employees and senior leaders • Flexible approach to duties and hours • Ability to keep calm under pressure • A keen eye for accuracy and detail 	
Other	<ul style="list-style-type: none"> • A full UK driving licence 	