



# Application Pack

Trust Procurement Lead



<b>Job Title</b>	Procurement Lead
<b>Salary &amp; Grade</b>	Grade 10 SCP 32-35 (£42,839 to £46,142)
<b>Contract</b>	Full Time, All Year Round
<b>Reporting to</b>	CFO
<b>Start Date</b>	As soon as possible

Dear Applicant

Thank you for your interest in the role of Procurement Lead at Waterton Academy Trust.

We are delighted to share this opportunity with individuals who are passionate about strengthening financial stewardship, delivering value for money, and ensuring that every pound spent supports the best possible outcomes for our children and young people.

Waterton Academy Trust is a dynamic and growing multi-academy trust, comprising primary, early years and specialist settings across Wakefield and Barnsley. We are proud of our strong culture of collaboration, integrity and ambition for all learners.

As a publicly funded organisation, we recognise our responsibility to ensure that our procurement practice is robust, transparent and aligned with the Academy Trust Handbook. The introduction of this new post reflects our commitment to strengthening our commercial capability and ensuring that our systems, contracts and supplier relationships deliver both compliance and measurable value.

The Procurement Lead will play a pivotal role in shaping and delivering a Trust-wide procurement strategy that secures best value while maintaining the highest standards of governance and accountability. The postholder will lead compliant tender processes, oversee contract management, and work closely with school leaders and budget holders to support informed, evidence-based spending decisions.

A key aspect of the role will be driving innovation in procurement practice. This includes identifying opportunities for aggregated purchasing, exploring new frameworks and digital systems, and seeking collaborative procurement arrangements with other academy trusts and sector partners to maximise economies of scale and strengthen negotiating power. We believe collaboration across trusts is essential to securing sustainable value in an increasingly challenging financial climate.

The role combines strategic oversight with hands-on operational delivery. It requires strong analytical capability, attention to detail, and the confidence to provide constructive challenge where necessary to ensure regularity, propriety and value for money. The Procurement Lead will also support audit processes, risk management and continuous improvement of procurement systems across the Trust.

As Waterton continues to grow, there is genuine scope for this role to develop further in strategic influence and impact. We are seeking an individual who is excited by the opportunity to build a modern, innovative procurement function that supports long-term financial sustainability and contributes meaningfully to our educational mission.

If you are committed to strong governance, collaborative working and achieving best value through intelligent procurement practice, we would be delighted to hear from you.

We look forward to receiving your application.

## About Us

Waterton Academy Trust is a thriving and values-led partnership of schools committed to giving every child the best possible start in life.

Established in 2014 with Walton Primary Academy as its founding member, the Trust has grown steadily and strategically, guided by a strong moral purpose and a deep understanding of the communities we serve. We

believe that **success is a shared experience** - every learner, every member of staff, and every school should flourish, together.

By the end of 2026, we expect to support more than 4,000 pupils across our schools, with a dedicated team of over 600 staff and an annual turnover approaching £28 million.

Our growth has not been about size alone - it reflects the strength of our educational offer, the diversity of our provision, and the depth of our partnerships.

We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work. Our Trust continues to grow, with King's Oak Primary joining us in September 2025, and two other schools in the pipeline for growth.

In response to local need, our first independent special academy—Newstead Academy opened in Barnsley in 2023 and has already grown to include a satellite site based at Hunningley. Building on this success, we are preparing to open a new specialist setting - Hammer Lane Academy - in Wakefield in September 2025. These developments are a testament to our commitment to inclusive education and our ability to work alongside local partners to meet the needs of all learners.



We also know that a great start in education begins early. That's why we've expanded our offer to include four pre-school settings, with plans for further growth.

If you share our belief that all children deserve the highest-quality education and want to be part of a forward-thinking, people-centred organisation, we'd love to hear from you.



### Our Locations

#### Waterton Offices

C - Centre for Excellence  
O - Operations Office

#### Waterton Schools

- 1 - Wrenthorpe Academy
- 1p - Wrenthorpe Pre-School
- 2 - Sharlston Community School
- 3 - Walton Primary Academy
- 4 - Normanton Junior Academy
- 5 - Lee Brigg Infant and Nursery School
- 6 - Normanton Common Primary Academy
- 7 - Crofton Infant's School
- 8 - Hammer Lane Academy
- 9 - Churchfield Primary School
- 10 - King's Meadow Academy
- 10p - The Meadow Pre-School
- 11 - West End Academy
- 11p - The Woodland Pre-School
- 12 - South Kirkby Academy
- 13 - Ackworth Mill Dam School
- 14 - Cherry Tree Academy
- 14p - Cherry Blossom Pre-School
- 15 - Newstead Academy
- 15a - Hunningley Academy
- 16 - Kings Oak Primary



## Our Vision and Values

The Trust is proud of its shared vision and values, which are embedded across all aspects of our work.

This vision—centred on collaboration, aspiration, enjoyment, and equity—guides our actions and unites our schools in a common purpose. We aim to create a culture where success is a shared experience, every child enjoys a rich and relevant curriculum, and all pupils are supported to achieve their full potential, regardless of background.

Candidates interested in joining the Trust are encouraged to explore our vision and values to ensure they align with their own ethos and long-term aspirations.



## More information

Over the past decade, Waterton has evolved into a resilient and high-performing organisation, expanding not only in scale but in the depth, diversity and sustainability of our provision.

Operating across Barnsley and Wakefield, Waterton has built a strong reputation as a trusted partner that secures sustainable school improvement.

We specialise in high-quality early years, primary and specialist education. Our growth has been values-led, ensuring collaboration, financial stability and educational integrity remain central to our model. Schools work in close partnership, sharing expertise, accessing targeted professional development and drawing on collective capacity to solve challenges effectively.

Our ambition is to create an environment where success is a shared experience- by every pupil and every colleague. We are committed to ensuring that all children, regardless of background or need, experience academic achievement, personal growth and inclusion. At the same time, we prioritise staff wellbeing, leadership development and career progression, recognising that a strong, confident workforce underpins sustained improvement.

This commitment to workforce development extends beyond our academies. Since 2020, Waterton has operated as an independent training provider, delivering education-focused apprenticeships that respond directly to workforce needs across schools and early years settings. In June 2024, our apprenticeship provision was graded Outstanding by Ofsted.

We currently offer Level 3 Teaching Assistant, Level 3 Early Years Educator and Level 5 Specialist Teaching Assistant programmes, delivered through a model that secures deep learning and strong workplace application. Our curriculum is co-designed with schools and multi-academy trusts and delivered by Qualified Teachers with current primary and specialist expertise.

In 2025–26, 88 learners will be on programme. Our 76.9% achievement rate exceeds the national average (71.2%), 100% of completing apprentices pass their End-Point Assessment, and 40% of learners on our most recent programme secured promotion following qualification. This provision strengthens recruitment, retention and leadership capacity across both our Trust and the wider education system.

At the heart of Waterton we enable educational leaders to focus on delivering exceptional teaching and learning, grounded in evidence-informed practice. Through robust operational infrastructure, financial stewardship and professional challenge and support, we remove unnecessary business burdens so that leaders can concentrate on improving outcomes for children.

Waterton combines educational integrity with strategic ambition, whilst remaining focused on sustainable expansion, workforce development and deepening our impact across the communities we serve.

## Our Pupils

Waterton Academy Trust serves communities with some of the highest levels of deprivation in the region, and in the country. In response, we place children's well-being, voice, and enrichment at the very heart of our work. We believe that every pupil, regardless of background, should feel the full benefit of belonging to a trust that puts their experience of school first.

Pupil voice is not just encouraged - it's embedded in our decision-making. Our elected Children's Parliament meets regularly with the CEO and Headteachers, sharing their views and shaping priorities for improvement. Their efforts were recognised nationally, receiving a letter of commendation from former Prime Minister Theresa May.

Beyond the classroom, we create rich and joyful experiences that promote creativity, confidence, and healthy living. Our roaming art gallery, Waterton's Got Talent, and Waterton Young Chef of the Year celebrate the diverse talents of our pupils, while our annual MATlympics and extensive sports offer promote inclusion, teamwork, and well-being.

These experiences are not just events; they are integral to our mission—ensuring that every child in a Waterton school is heard, celebrated, and empowered to thrive.



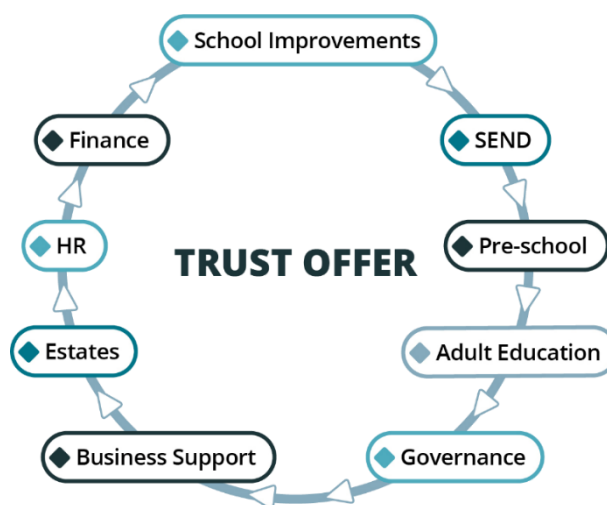


## Trust Offer

At Waterton Academy Trust, we are proud to provide a consistent, high-quality offer that enables every school - regardless of size, Ofsted rating, or context - to thrive. Our Trust Offer ensures that all academies benefit from the same comprehensive package of educational and operational support, tailored to meet individual school needs while remaining accessible to all.

This offer is underpinned by our belief that school leaders should be able to focus their time and energy on what matters most: delivering excellent teaching and learning. By reducing operational burdens and providing high-quality, evidence-informed school improvement support, we create the conditions in which pupils and staff can flourish.

Our investment in a strong and expert central team means that every school can draw upon specialist support in areas such as safeguarding, governance, curriculum, finance, HR, IT, estates, marketing, and data protection. This support is complemented by access to legal advice and professional development, including high-impact CPD, leadership development, and coaching.



The Trust Offer is more than a service package - it's a reflection of our values. It supports excellence, equity, and collaboration across all Waterton schools, enabling leaders to deliver the very best for their pupils, every day.

**To read about impact in 2025, please read our annual report to stakeholders on the Trust website.**

<https://www.watertonacademytrust.org/academies/trust-performance/>

## Job Description

Job Title	<b>Procurement Lead</b>
Reporting to	Chief Financial Officer
Grade	Grade 10 SCP 32-35 (£42,839 - £46,142)

Main Purpose	<p>The Procurement Lead will play a strategic and operational role in ensuring the Trust achieves value for money, compliance and strong commercial governance across all procurement activity.</p> <p>The postholder will:</p> <ul style="list-style-type: none"> <li>• Lead and develop the Trust's procurement strategy in line with the Trust's financial regulations and the Academy Trust Handbook 2025.</li> <li>• Ensure procurement activity complies with public procurement legislation, DfE guidance and internal financial controls.</li> <li>• Embed robust contract management and supplier performance monitoring across the Trust.</li> <li>• Support schools and central teams to achieve best value through effective sourcing, aggregation and use of compliant frameworks.</li> <li>• Strengthen commercial capability, systems and controls to reduce risk and maximise impact of public funds.</li> </ul> <p>In addition, the role will drive innovation in procurement practice, identifying opportunities for aggregated purchasing, collaborative working with other academy trusts and sector partners, and the adoption of digital procurement systems to enhance efficiency, transparency and value for money.</p> <p>This role combines strategic oversight with hands-on operational delivery, requiring close collaboration with school leaders, budget holders and the central finance team.</p>
Key Responsibilities	<p><b>Procurement Strategy &amp; Governance</b></p> <ul style="list-style-type: none"> <li>• Develop and implement a Trust-wide procurement strategy aligned to the Trust's strategic priorities and growth plans.</li> <li>• Maintain and regularly review the Trust's Procurement Policy and Financial Regulations, ensuring alignment with the Academy Trust Handbook 2025.</li> <li>• Ensure all procurement activity demonstrates value for money, transparency, and effective competition.</li> <li>• Establish and monitor procurement thresholds, tendering procedures and approval routes.</li> <li>• Ensure compliance with Public Contracts Regulations (as applicable), subsidy control principles, and DfE procurement guidance.</li> <li>• Maintain and oversee the Trust's contract register and procurement pipeline.</li> <li>• Support internal scrutiny and audit processes by ensuring procurement documentation is complete, compliant and audit-ready.</li> </ul>



	<p><b>Tendering &amp; Sourcing</b></p> <ul style="list-style-type: none"> <li>• Lead and manage complex tender exercises (e.g. ICT, estates, catering, transport, cleaning), ensuring compliant processes.</li> <li>• Advise schools and departments on appropriate routes to market, including use of compliant DfE-approved frameworks (e.g. Find a Framework).</li> <li>• Develop standardised tender documentation, evaluation templates and scoring methodologies.</li> <li>• Ensure fair, transparent and conflict-free evaluation processes.</li> <li>• Support due diligence checks on suppliers, including financial stability and safeguarding compliance where relevant.</li> <li>• Promote collaborative and aggregated procurement across schools to maximise economies of scale.</li> <li>• Contract Management &amp; Supplier Performance</li> <li>• Implement robust contract management arrangements across the Trust.</li> <li>• Develop key performance indicators (KPIs) and service level agreements (SLAs) for major contracts.</li> <li>• Monitor supplier performance, compliance and risk.</li> <li>• Lead contract review meetings and renegotiations where appropriate.</li> <li>• Identify and address underperformance, disputes or commercial risks.</li> <li>• Ensure timely contract renewal, retendering and exit planning to avoid risk of non-compliance or service gaps.</li> </ul> <p><b>Financial Oversight &amp; Value for Money</b></p> <ul style="list-style-type: none"> <li>• Work closely with the CFO to ensure procurement decisions align with budget planning and medium-term financial strategy.</li> <li>• Provide cost benchmarking and market analysis to support informed decision-making.</li> <li>• Identify cost-saving opportunities and efficiency gains.</li> <li>• Support business case development for high-value or strategic procurements.</li> <li>• Ensure spending decisions demonstrate regularity, propriety and value for money in line with DfE expectations.</li> <li>• Contribute to Trust-wide efficiency reporting and value-for-money statements.</li> </ul> <p><b>Risk Management &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Identify and mitigate procurement and commercial risks.</li> <li>• Maintain oversight of conflicts of interest in procurement processes.</li> <li>• Ensure segregation of duties and appropriate approval controls are applied.</li> <li>• Support compliance with related policies (e.g. Anti-Fraud, Whistleblowing, Gifts &amp; Hospitality).</li> <li>• Prepare documentation and evidence for ESFA/DfE audit and external audit.</li> <li>• Ensure data protection and cyber security considerations are embedded in relevant contracts.</li> </ul> <p><b>Systems &amp; Process Improvement</b></p> <ul style="list-style-type: none"> <li>• Develop and embed standard procurement procedures across all Trust schools.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Implement and manage e-procurement systems and digital contract management tools where appropriate.</li> <li>• Provide training and guidance to budget holders on procurement best practice.</li> <li>• Promote continuous improvement and awareness of best practice in education-sector procurement.</li> <li>• Develop management information dashboards to monitor spend, savings and compliance.</li> </ul> <p><b>Administration &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate and comprehensive procurement records.</li> <li>• Produce regular procurement performance reports for the CFO, Executive Team and Trustees.</li> <li>• Report on savings achieved, compliance levels, contract performance and upcoming procurement activity.</li> <li>• Support preparation of reports for the Audit &amp; Risk Committee and Finance Committee.</li> <li>• Maintain a forward procurement plan aligned to budget cycles.</li> </ul> <p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Act as the Trust's lead commercial advisor to school leaders and central teams.</li> <li>• Build strong working relationships with Headteachers, Business Managers and budget holders.</li> <li>• Represent the Trust in procurement networks and sector forums.</li> <li>• Liaise with DfE-approved framework providers and commercial partners.</li> <li>• Support collaboration with other MATs for joint procurement opportunities where appropriate.</li> </ul>
<b>Additional Duties</b>	<p>Undertake any other duties commensurate with the seniority and scope of this role, as required by the CFO, Executive Team or Trustees.</p> <p>Support Trust growth, merger activity or new school onboarding from a procurement and contract due diligence perspective.</p> <p>Contribute to wider financial governance, compliance and risk management work across the Trust.</p>
<b>Expectations of All Employees</b>	<ul style="list-style-type: none"> <li>• Represent and promote Waterton Academy Trust values internally and externally</li> <li>• Ensure that all stakeholders receive an excellent customer service experience in all dealings with you and with Waterton Academy Trust</li> <li>• Deliver your day-to-day duties consistently with the agreed service level</li> <li>• Actively promote and act, at all times, in accordance with Trust policies, e.g. Code of Conduct, Health and Safety, Equal Opportunities and Safeguarding</li> <li>• Make a commitment and contribution to the overall ethos and values of the trust, upholding these in all activities connected with the role</li> <li>• Undertake other duties commensurate with the job level</li> <li>• Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct</li> </ul>
<b>Working Conditions</b>	Flexible working arrangements are in place, with a working schedule to be agreed with the successful candidate.
<b>Characteristics of the Post</b>	Employees are encouraged to participate in training activities in order to enhance their own personal development.

	<p><b>The employment checks are required:</b></p> <ul style="list-style-type: none"><li>• Evidence of entitlement to work in the U.K.</li><li>• Evidence of essential qualifications – see job specification</li><li>• Two satisfactory references</li><li>• Confirmation of medical fitness for employment</li><li>• Registration with appropriate bodies (where applicable)</li></ul> <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults: Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>
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## Person Specification – Head of Apprenticeships

AF: Application Form  
OT: Occupational Task

CQ: Certificates/Qualifications  
I: Presentation

I: Interview  
R: Reference

Qualifications	Essential	Desirable	Assessed
Educated to A-Level standard or equivalent experience.	X		CQ, AF, R, I
Degree in Business, Finance, Procurement, Law or related discipline OR equivalent relevant experience.		X	CQ, AF
Chartered Institute of Procurement & Supply (CIPS) Level 4 (or working towards).		X	CQ, AF
Evidence of continuing professional development in procurement, contract management or public-sector finance.	X		AF, I
Experience	Essential	Desirable	Assessed
Experience of leading or managing procurement processes within a school, MAT or public-sector environment.	X		AF, R, I
Experience of running compliant tender processes and supplier evaluations.	X		AF, R, I
Experience of contract management and supplier performance monitoring.	X		AF, R, I
Experience maintaining contract registers and procurement documentation.	X		AF, R, I
Experience supporting budget holders with purchasing decisions and value-for-money analysis.	X		AF, R, I
Experience of using procurement frameworks (e.g. public sector frameworks).	X		AF, R, I
Experience of collaborative or aggregated procurement across multiple sites.		X	AF, R, I
Experience supporting audit or internal scrutiny processes.		X	AF, R, I
Good understanding of public-sector procurement principles including transparency, fairness and value for money.	X		AF, R, I
Understanding of the Academy Trust Handbook 2025 requirements relating to regularity, propriety and value for money	X		AF, R, I
Knowledge of Public Contracts Regulations and threshold requirements (appropriate to role level).	X		AF, R, I
Awareness of conflicts of interest and governance requirements in academy trusts.	X		
Understanding of contract lifecycle management.	X		
Knowledge of risk management principles in procurement.		X	AF, R, I
Skills	Essential	Desirable	Assessed
Ability to plan and manage multiple procurement projects simultaneously.	X		AF, R, I, OT
Strong analytical skills to assess bids, pricing structures and whole-life costs.	X		AF, R, I
Ability to produce clear tender documentation and evaluation reports.	X		AF, R, I

Strong negotiation and influencing skills.	X		AF, R, I
Ability to challenge spending decisions constructively to ensure value for money.	X		AF, R, I
High level of IT literacy including Excel, procurement systems and document management tools.	X		AF, R, I
Ability to produce reports for senior leaders and Trustees.	X		AF, R, I
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
High level of integrity and commitment to public accountability.	X		AF, R, I
Collaborative team player with the ability to build strong relationships across the Trust and with external partners.	X		AF, R, I
Detail-oriented with strong organisational skills.	X		AF, R, I
Confident working with senior leaders and school-based staff.	X		AF, R, I
Proactive and solution-focused.	X		AF, R, I
Calm and resilient under pressure.	X		R, I
<b>Suitability to work with children and young people</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Satisfactory DBS disclosure and standard Trust pre-secondment checks	X		AF, R, I
Ability to work in a way that promotes the safety and well-being of learners	X		AF, R, I

## Next Steps

For further information about the opportunity please contact [admin@watertonacademytrust.org](mailto:admin@watertonacademytrust.org) for a confidential conversation.

## To Apply

Please submit applications via My New Term.

## Selection Timeline

**Closing Date:** 18<sup>th</sup> March 2026

**Shortlisting:** 19<sup>th</sup>/20<sup>th</sup> March 2026

**Interviews:** 27<sup>th</sup> March 2026

**Start Date:** As soon as possible

*Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of interview. We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request. Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.*

***It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.***