

Central Services

JOB DESCRIPTION

JOB TITLE	Procurement and Contracts Manager	GRADE	11
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BASIC JOB PURPOSE

The Procurement and Contracts Manager is responsible for leading and managing all procurement and contract management activities across the Trust, ensuring full compliance with UK public sector procurement regulations, including the Procurement Act 2023 and Department of Education requirements.

The role ensures value for money, transparency, fairness, and compliance, while supporting schools to deliver high-quality education services efficiently.

MAIN RESPONSIBILITIES

1	Procurement Strategy & Governance - Develop and implement a Trust-wide procurement strategy aligned with DfE guidance and best practice. - Ensure all procurement activity complies with: - Procurement Act 2023 - Academies Financial Handbook - Trust financial regulations and scheme of delegation - Establish and maintain procurement policies, procedures, and templates. - Advise senior leaders and Headteachers on procurement risks and legal compliance.
2	Tendering & Procurement Delivery - Lead end-to-end procurement processes, including: - Market engagement - Specification development - Tender documentation (ITT, RFQ, DPS) - Tender evaluation and award - Manage procurements above and below financial thresholds, ensuring correct procedures: - Below threshold (quotations and competitive processes) - Above threshold (Find a Tender Service compliance) - Promote use of approved frameworks (e.g., CCS, YPO) where appropriate. - Ensure robust audit trails and documentation are maintained for all procurement exercises.
3	Contract Management - Develop and maintain a centralised contracts register for all Trust contracts. - Monitor supplier performance against KPIs, SLAs, and contractual obligations. - Lead contract review meetings and manage renewals, extensions, and re-procurement cycles. - Identify and mitigate commercial and operational risks within contracts. - Manage contract disputes and supplier issues as required.
4	Financial Value & Efficiency - Deliver demonstrable value for money and cost savings across the Trust. - Conduct spend analysis and identify opportunities for aggregation and efficiencies across the 14 schools. - Support budget holders in achieving best value procurement outcomes. - Contribute to annual financial planning and budgeting processes.

5	Stakeholder Engagement • Work collaboratively with Headteachers, School Business Managers, and central teams. • Provide procurement training and guidance to budget holders. • Act as the Trust's procurement subject matter expert. • Build strong relationships with suppliers and external procurement bodies.
6	Compliance, Risk & Audit • Ensure procurement activities withstand internal and external audit scrutiny. • Maintain awareness of changes in procurement legislation and guidance. • Support preparation for ESFA audits and provide documentation as required. • Ensure ethical procurement practices, including sustainability and social value considerations.
7	Systems & Reporting • Maintain procurement and contract management systems. • Produce regular reports for the CFO and Trust Board on: ○ Procurement activity ○ Savings achieved ○ Contract performance ○ Compliance status

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.