



**North East
Learning Trust**

PROCUREMENT MANAGER

Applicant information pack

Procurement Manager

Permanent
Grade 7/8 SCP26 – SCP31
£36,124 - £40,476 per annum (Pay Award Pending)
37 hours per week
Monday - Friday

At the North East Learning Trust (NELT), we are more than your average multi-academy education trust - we are a tight knit family of schools that support each other and truly embody our region's renowned spirit of collaboration to make sure that children across the North East get the best start in life. Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

Our Trust Central team is vital to our success, providing high-quality school support services that are essential to the effective functioning of our schools.

NELT are looking for a Procurement Manager to join their team; if you are passionate about delivering effective contract and supplier management, striving for best value for money, this could be your next step role!

You will work alongside a small supportive procurement team that manage a £20m spend over multiple categories including energy, catering, licensing, building maintenance, stationary and educational resources. Working with government frameworks for category aggregation as well as traditional tender methods with the ultimate goal of seeking best value.

This is an exciting opportunity for the right candidate to influence real change in a role where you will be encouraged to develop new ideas and strategies to seek better operational performance and best value.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment (NJC Green Book)
- Access to the Local Government Pension Scheme
- Generous 32 days holiday entitlement, plus 8 days public holidays
- One paid Wellbeing Day per year
- Free on-site car parking
- Lifestyle savings and range of discounts from top retail brands
- Discounted gym membership
- Employee Assistance Programme offering free confidential advice and counselling services for staff and their family members



You will have:

- CIPS Qualification or working towards
- Established experience in a related procurement role
- Experience of analysing and evaluating data
- Working knowledge of financial systems and controls

Deadline: Monday 5th May 2025

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to humanresources@nelt.co.uk or by post to Human Resources, North East Learning Trust, Traynor House, Traynor Way, Whitehouse Business Park, Peterlee. SR8 2RU. You can if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Job Title:	Procurement Manager
Responsible to:	Head of Finance
Responsible for:	The development and delivery of the Trusts procurement strategy
Salary Band:	Grade 7/8 SCP26 – SCP31

Job Purpose

The Procurement manager will support the development and delivery of the Trusts procurement strategy, manage and maintain the central procurement policy, systems and processes, and proactively engage with internal stakeholders to deliver high-quality, value for money service reflecting the strategic needs of all Trust schools.

The role requires effective delivery of end to end procurement processes, ensuring all goods and services are sustainably sourced, delivered on time and in accordance with statutory guidance and NELT policy.

To ensure the continual development of the Trust supply chain, through effective contract and supplier management, that is adaptive to changing school needs, promoting the interests of schools, promote best practice and provide procurement advice to support trust wide decision making.

Duties and responsibilities

- Contribute to a strategic and efficient procurement service which will deliver optimum value for money, cost savings and quality of service.
- Manage procurement resource to ensure the efficient delivery of day to day processes
- Support the development and maintenance of the procurement policy and all associate processes
- Actively promote internal relationships and communicate new opportunities to improve value for money
- Support and manage all procurement related systems to maximise efficient practice
- Manage and monitor supplier performance and relationships
- Support and protect the integrity of the procurement policy, ensuring all trust expenditure is compliant and actively promote the preferred supplier register
- Support long term expenditure budget planning and analysis
- Maintain and evaluate the Trust register of preferred and approved suppliers.
- Provide specific support to key internal stakeholders and provide general advice and assistance trust wide on all procurement matters.
- Develop and maintain an accurate inventory system, where relevant



- Support the delivery of central financial services to schools within the Trust.
- Take a lead role in consolidating the number of suppliers, promoting efficient ordering practice and ensure all supplies are sustainably sourced.
- Assist with the preparation of data for month end and year end accounts in accordance with set deadlines.
- Provide information and assistance to budget holders.
- Maintain supply continuity and minimise disruption during contract transition of new schools joining the Trust.

General

- General office and procurement duties.
- To work collaboratively and develop good working relationship with colleagues and key stakeholders
- To act ambassador for procurement and the wider finance function, promoting best practice.
- Develop and support trust wide training on procurement processes.
- Keep up to date with procurement legislation and legal framework.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person specification

Procurement Manager

	Essential	Desirable
Education/traini	<ul style="list-style-type: none"> • CIPS Qualification or working towards 	
Experience	<ul style="list-style-type: none"> • Established experience in a related procurement role • Experience of analysing and evaluating data • Experience of impending new systems and processes • Working knowledge of financial systems and controls 	<ul style="list-style-type: none"> • Experience of working in an education environment
Aptitude and skills	<ul style="list-style-type: none"> • Excellent IT skills, Excel and Word • Excellent communication skills • Excellent numerical and problem solving skills • Ability to negotiate effectively 	
Personal qualities	<ul style="list-style-type: none"> • Strong attention to detail • Ability to work as part of a team • Initiative and ability to plan and prioritise workload to meet competing deadlines • Flexible approach to work 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

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



An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.