



Dunottar School



Working at Dunottar

PROCUREMENT OFFICER

FOR SEPTEMBER 2025



Welcome to Dunottar School

Dunottar is a vibrant, co-educational independent secondary school in Reigate, Surrey. We have 460 pupils across years 7-13 (ages 11-18) and are part of United Learning's family of schools. At Dunottar our aim is to bring out the best in every pupil, enabling them to be the very best they can be. Pastoral care is at the heart of everything we do, and we pride ourselves on our warm and nurturing, family environment. In addition, we offer an outstanding education to our pupils and, through excellent teaching and high levels of individual support, seek to enable them to achieve added value which is comparable with what is achieved in the top schools in the UK.

We are delighted that you are considering working at Dunottar School. We are a close knit team where every professional's impact and input is valued. As a rapidly developing school, I am looking for staff who pride themselves on the highest possible professional standards, are keen to immerse themselves in school life and who relish the creativity of the opportunity that is provided here.

In return, you will enjoy an exciting and rewarding professional life where you will genuinely feel that you are shaping not just the futures of the children who attend Dunottar, but the school itself. As part of United Learning's family of schools, your professional development opportunities are second to none. Our staff benefit from the expertise that comes from working with other dedicated staff from a variety of different schools and contexts; so whatever stage of your career you are at, I am confident that you will continue to learn and develop by becoming part of our team.

Mark Tottman, Headmaster



Procurement Officer

Contract:	3-month Fixed Term Contract
Salary	Up to £8,000 depending on experience
Working hours:	8.30am—5pm Monday to Friday, 37.5 hours per week
Start date:	1st September 2025
Interviews:	During August by arrangement

We are seeking a well-organised and detail-driven **Procurement Officer** to join our team on a **3-month fixed-term contract**. The successful candidate will play a key role in ensuring transparent, compliant, and efficient procurement activities, particularly in the planning, execution, and evaluation of tenders. This role requires a strong understanding of procurement regulations, supplier engagement, and moderation protocols to ensure fairness and value for money as well as managing supplier relationships.

The Procurement Officer will report to the Deputy Head (Operations) and the Finance Manager.

Key Responsibilities

Tender Management

- Develop and manage end-to-end tendering processes, including drafting tender documents, publishing notices, and coordinating timelines.
- Ensure compliance with internal procurement policies and relevant legal/regulatory frameworks.
- Coordinate pre-bid meetings, respond to bidder queries, and manage clarifications.
- Evaluate supplier submissions in collaboration with technical and financial evaluators.
- Maintain accurate records of all tender documentation and communications.
- Maintain adherence to all applicable procurement laws and school policies, including those set out by UK regulatory bodies.

Moderation & Evaluation

- Facilitate moderation sessions to ensure objective and consistent evaluation of bids.
- Act as a neutral party in evaluation panels, ensuring adherence to scoring criteria and conflict-of-interest protocols.
- Prepare moderation reports and evaluation summaries for approval and audit purposes.
- Support the development and continuous improvement of moderation frameworks and tools.



Key Responsibilities continued

Procurement Operations

- Support contract award processes, including drafting award recommendations and notifications.
- Maintain supplier databases and performance records.
- Contribute to procurement planning and market analysis.
- Assist in training internal stakeholders on procurement and moderation best practices.
- Review current contracts that are up for renewal
- Create practical resources, including workflow guides and contract management procedures, to assist budget holders in managing purchasing activities effectively.
- Encourage timely decision-making by budget holders regarding contract renewals or terminations. Ensure that re-tendering or new procurement processes are initiated well in advance and that sufficient time is allowed for transitions.
- Manage the full procurement lifecycle, from initial requirement gathering to supplier evaluation, contract award, and onboarding.
- Keep detailed, well-organised records of all procurement activities to support audit readiness and effective supplier and contract oversight.
- Design and deliver procurement training and ongoing support for staff involved in purchasing and contract activities.
- Establish and manage key procurement indicators and reporting tools to measure effectiveness and outcomes.

Person Specification

Professional Qualifications, Skills and Experience

- Educated to degree level or equivalent in a relevant discipline
- CIPS qualification
- Experience in and knowledge of procurement procedures
- High level of written communication, with strong literacy skills and the ability to produce clear, professional documentation
- Excellent people skills, including the ability to listen actively, provide guidance, and engage in constructive negotiation with colleagues
- Understanding of responsible procurement practices, including the integration of environmental, ethical, and social considerations alongside cost and value
- Confident user of Microsoft Office tools e.g. Excel and Office 365 etc
- Effective negotiator with the ability to achieve positive outcomes in supplier or stakeholder discussions

Personal Qualities

- Demonstrates honesty, discretion, and a professional approach to handling sensitive information with fairness and neutrality
- Highly accurate and thorough in completing tasks, with a strong focus on precision
- Adaptable and forward-thinking, with a readiness to respond to the needs of others and take initiative where needed

Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people.
- Ability to adhere to the school's policies and procedures including equal opportunities and health and safety policies.
- Ability to contribute to the school's ethos of excellence and mutual respect.



Part of United Learning

Dunottar School is part of United Learning, a large, and growing, group of over 100 schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

The Package

- **Salary:** Up to £8,000 depending on experience
- **Employee benefits:** Exclusive employee benefits including free access to online wellness and workout classes, money off your weekly shop, high street purchases and meals out.
- **Dining:** Free school lunch
- **Sports and leisure:** Use of the swimming pool, the Courtyard Gym and tennis courts (at specific times)
- **Wellbeing:** Staff access to confidential advice, staff social events

Our Location and Facilities

Dunottar School is based in a handsome Palladian-style mansion set in 15 acres of beautiful grounds, just outside Reigate town centre. In addition to the main Mansion House, the school has modern wings housing classrooms, a university-style Sixth Form Centre with rec room and café. The school has a £4.5m Performing Arts Centre, with music practice rooms and a 500-seat theatre, art and DT studios. Our sport facilities comprise of a 25m indoor swimming pool, a large Sports Hall with 4-lane cricket net system and three floodlit outdoor netball courts. Rugby and football fixtures are played at South Park and Old Reigatians RFC, where we have use of extensive and well-maintained rugby and football pitches.



Contact Information

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