



Procurement Assistant

Salary / grade range	£28,598 - £32,061 SCP 12-19
Location	1 Angel Square, Manchester / Hybrid (Office 2 days)
Contract	Permanent 37hrs FTE
Reports to	Procurement Manager

Purpose of role:

- To provide high-quality administrative and operational support to the Procurement Manager in delivering a compliant, efficient, and value-for-money procurement service across the Multi Academy Trust.
- The post holder will act as a first point of contact for schools, maintaining the Trust's contract register, supporting the tender process, and ensuring that all purchasing activity aligns with the Academies Trust Handbook and the Procurement Act 2023.

Key accountabilities (and specific duties / responsibilities):

Operational Support & Compliance

- First Point of Contact - Act as the initial helpdesk for school-based staff regarding procurement queries, guiding them on the correct routes to market (quotes vs. tenders).
- Compliance Checking - Review school-level requisitions and quotes to ensure they meet the Trust's Financial Regulations and "Value for Money" requirements.
- Tender Administration - Support the Procurement Manager with the administration of high-value tenders, including uploading documents to e-tendering portals, managing clarification questions, and organising evaluation meetings.
- Due Diligence - Conduct initial compliance checks on new suppliers (e.g., insurance certificates, safeguarding/DBS compliance, and financial stability).

Contract & Data Management



- Central Contract Register - Maintain and update the Trust-wide Contract Register, ensuring all schools have their local contracts recorded accurately.
- Lifecycle Monitoring - Monitor contract expiry dates and alert the Procurement Manager and school leads 6–12 months in advance to allow for timely re-procurement.
- Document Control - Ensure all signed contracts, variations, and KPIs are stored centrally and are easily accessible for audit purposes.

Supplier Relationship Management

- Performance Tracking - Assist in gathering feedback from schools on supplier performance to support the Manager during formal contract review meetings.
- Preferred Supplier List - Maintain the Trust's "Preferred Supplier Portfolio," ensuring contact details and pricing schedules are kept up to date for school use.
- Issue Resolution - Help resolve day-to-day delivery or invoicing disputes between schools and suppliers.

Spend Analysis & Reporting

- Data Extraction - Run spend reports from the Trust's financial systems to help identify trends or opportunities for aggregation and cost savings.
- Assurance Reporting - Assist in preparing data for the Finance Director and SLT of Trust regarding procurement compliance and savings achieved.

Continuous Improvement

- Analyse Trust-wide spend and contract data to identify efficiency, consolidation, and value-for-money opportunities
- Maintain awareness of changes in procurement and contract legislation, case law, and best practice
- Embed continuous improvement, innovation, and digital solutions in procurement and contract management processes

General Responsibilities

- This list is not exhaustive. The post holder is expected to be professional, cooperative, and flexible in line with the business needs of the Trust.
- The post holder may be required to undertake additional duties reasonably expected within the scope and grading of the role.

Safeguarding, Equality & Diversity and Health & Safety

- Responsible for the promotion and practice of safeguarding the welfare of children that you come into contact with in carrying out your duties, adhering to all Trust policies and



procedures

- Carry out your duties with regard to the Trust's Equality and Diversity policies
- Comply with Health & Safety policies and procedures

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications • GCSEs (or equivalent) including Maths and English at Grade C/4 or above • Knowledge of ESG / sustainable procurement principles	E D	A A
Experience • Administrative experience in a fast-paced office or finance environment. • Experience working within a School, Academy Trust, or Public Sector procurement role. • Good understanding of financial controls, governance, and public sector accountability. • Experience of tender processes and supplier frameworks, including e-tendering and e-sourcing portals • Experience of working across multiple sites or organisations • Good understanding of financial controls, governance, and public sector accountability. • Knowledge of the Academies Trust Handbook and DFE Guidance.	E E E D D D D	A/I A/I A/I A/I A/I A/I



Skills, Ability, Knowledge • Good numerical and analytical skills with strong attention to detail • Understanding of basic financial controls and procedures. • Confidence using the google platform. • Ability to organise and prioritise workload, particularly during peak periods • Strong written and verbal communication skills • Knowledge of basic financial processes (PO systems, quotes, invoices) • Understanding of internal control frameworks and segregation of duties. • Familiarity with the Academies Trust Handbook or Public Contracts Regulations.	E E E E E E E D	A/I A/I A/I A/I A/I A/I A/I A/I
Personal Qualities • Professional, reliable, and conscientious approach to work • Ability to work independently as well as part of a team • Flexible and adaptable to changing priorities • High level of integrity with the ability to handle confidential and sensitive information securely • Good communication skills, able to respond to banking queries clearly and professionally. • Can demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op.	E E E E E E	I I I I I I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.