



Job Description

Job Title:	Head of Procurement
Location:	Trust Shared Services Offices – Colonel Frank Seely Site, Calverton
Salary:	The Redhill Academy Trust Pay Scale, Band 12 £34,932 - £38,558 (FTE)
Hours of Work:	37 hours per week
Responsible to:	Finance Director
Post Objective:	Responsible for the coordination of all procurement activities across the Redhill Academy Trust and Academies in order to maximise savings opportunities and delivering optimal value for money for the purchase of all goods and services.

Main Duties and Responsibilities:

Role summary

- Create a procurement strategy, supported by systems and processes, and embed across the Trust and its Academies.
- Identify and prioritise savings opportunities across the Trust based on data analysis and benchmarking of existing spending patterns
- Assist the academies to maximise income generation opportunities
- Maximise the opportunities created by 'Deals for Schools' and relevant procurement frameworks
- Work closely with Senior Leadership, Finance and Operational Teams

Duties and responsibilities

- Develop a procurement strategy, systems and processes and embed across the Trust and all Academies, providing training as appropriate
- Ensure all procurement is compliant with relevant legislation and policy
- Ensure the Trust and its Academies are achieving the best value for money for the purchase of all goods and services whilst meeting the requirements of the Academy
- Utilise current Trust systems to collect relevant data and perform analysis and benchmarking to identify savings opportunities
- Create a database of recommended suppliers and develop supplier relationships
- Support the Academies with procurement activities, including tenders, to ensure robust processes are followed to identify the best value for money
- Lead on the negotiation, set up and monitoring of Trust wide supplier contracts
- Identify, set up and maintain the membership of procurement frameworks as appropriate.
- Coordinate and maintain a Trust wide contracts register and support the monitoring of contracts as required

- Develop a savings and income generation tracker to allow the Trust to monitor the progress of the Procurement Strategy
- Provide support, advice and guidance and work closely with the Finance and Operational teams of the Trust as required

General

- The post holder will be required to travel to any of the sites within the Trust as required.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.