

## Job Description

<b>Job Title:</b> <b>Multi Academy Trust:</b> <b>School:</b> <b>Responsible To:</b> <b>Salary Grade:</b>	Procurement & Contracts Administrator Ted Wragg Multi Academy Trust Ted Wragg: Central Services (Exeter based) Head of Procurement Grade C (37 hours a week, all year round) Range: (£21,575 to £22,369 plus pay award pending)
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### 1. Key Purpose of Job

To provide efficient and effective procurement and contract management administrative support across the Trust, with additional finance administration as required.

### 2. Key Duties and accountabilities of the post

#### Procurement

- Develop an understanding of procurement law and the Trust's policies and procedures, ensuring Trust spend is compliant, raising concerns in a timely manner.
- Compile information required for initiating and running a procurement project.
- Organise a wide range of supplier engagement activities and supplier events.
- Arrange and organise tender evaluation and moderation panels, including external organisations and individuals.
- Provide administrative support for meetings and groups, including tender evaluation and moderation panels, accurately recording discussions and disseminating relevant information.
- Responsible for the accurate and timely entry of data onto Trust commercial systems and/or documents, including, but not limited to, the Trust's Contracts Register, Waiver Log, and Procurement Pipeline.
- Process waiver requests and monitor approvals to ensure processes are completed in a timely manner.
- Maintain the preferred supplier list, processing new supplier requests and confirming that the correct route to market has been used, notifying the Head of Procurement of any non-compliances.

#### Contract Management

- Compile and maintain contractual performance measures for contract and vendor management reviews.
- Regularly monitor suppliers' financial standing and continued contractual compliance.

- Maintaining the Trust's contract register, ensuring information is accurate and facilitates timely renewal of contracts.

#### General

- Maintain standards of professional and ethical practice, ensuring these practices are compliant with professional, commercial and organisational values.
- Provide a high standard of customer service.
- Manage and monitor the central procurement email inbox, ensuring internal and external enquiries and queries are directed appropriately and are responded to in a timely manner.
- Attend and participate in relevant meetings.
- Obtain data and information from Trust systems.
- Collate meeting and presentation materials.
- Provide any other administrative support to the Procurement Team.
- Provide administrative support to the central Finance Team.
- Provide support to Trust schools, including assistance in operating Trust systems.
- Work with Trust schools to embed and monitor spend controls.

### **3. Budgetary/Financial Responsibilities of the post**

- Processing requisitions, reviewing orders for compliance with financial regulations and supporting Trust schools in buying.
- Use and maintenance of the Trust's central financial system (Civica) and other relevant systems to obtain general financial data and information.

### **4. Supervision / Line Management Responsibilities of the post**

The post holder does not have any line management responsibilities.

### **5. Working Environment & Conditions of the post**

- Normal office working conditions and environment.
- The post holder may be required to travel to and work with any school within the Trust.

### **6. Other Duties**

- Commit to safeguarding and promoting the welfare of children and young people.
- Contribute to the overall ethos/work/aims of the Trust.
- Actively participate in performance management processes.
- Identify personal training needs and participate in training and performance development.
- Appreciate and support the roles of the finance team and other professionals.
- Undertake any other duties and assist with any other tasks appropriate to the grade of the post.

## 7. Other Information

- a) The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and antidiscriminatory practices.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- f) The post holder may be required to move their base to any location within the Trust upon request.
- g) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

## Person Specification

	Essential / Desirable
<b>Qualifications</b>	
GCSE English and Maths at Grade C or above, or equivalent	E
IT qualification at Level 3 or Microsoft Office Specialist or equivalent experience	E <sub>[SP1]</sub>
<b>Experience</b>	
Experience of working in a busy administrative role	E
Experience of working in a similar or comparable role	D
Experience of working to tight deadlines and within timescales	E
Good knowledge of MS Office, with the ability to use Excel and Word at a level commensurate with the role	E
Experience and knowledge of electronic tendering systems in a public sector organisation.	D
Experience and knowledge of financial systems in a business and/or educational environment	D
Experience working with contracts or on contract renewals	D
Experience of accurate note-taking in meetings	E
<b>Behaviours</b>	
Manage tasks independently and have the ability to work as a team	E
Resilience and the ability to work under pressure and be able to meet deadlines	E
Excellent communication skills (written and oral)	E
Excellent interpersonal skills	E
Professionalism and responsive attitude and behaviour towards colleagues and external stakeholders	E
Commitment to quality service	E
Strong administration and organisation skills, with the ability to plan and work on own initiative	E
High standards of accuracy and attention to detail	E
Positive attitude to learning new skills and personal development	E
Commitment to the Trust's vision, values, aims and objectives	E
<b>Other</b>	
Committed to equality of opportunity and the safeguarding and welfare of all pupils	E
This post is subject to an enhanced DBS disclosure	E