

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Procurement and Funding Officer</b>
<b>Academy:</b>	<b>LST Central Office</b>
<b>Reporting to:</b>	<b>Chief Finance Officer</b>
<b>Salary/Pay range:</b>	<b>£28,000 - £30,000</b>
<b>Hours of work:</b>	<b>37 hours per week</b>

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### **Purpose of Job**

-To undertake procurement activity, achieve innovative and value for money solutions, and manage contracts on behalf of the Laidlaw Schools Trust. To contribute to the development and implementation of the Trust's Procurement Strategy. Advising on good practice in the procurements, and contract management of services, projects and goods.

-To effectively manage, administer and develop procurement and funding opportunities and activities of the Trust and its academies.

-To act as an integral part of the Trust's central team, and as such to contribute to the overall aims of the Trust, working within agreed policies and procedures.

### **Main Duties and Responsibilities**

- To proactively investigate funding opportunities, making recommendations and preparing funding applications for the Trust.
- To work with the finance team to ensure an effective and efficient e-purchasing system is in place.
- To establish a centralised Trust database of current contracts and then establish a review schedule.
- Benchmark against comparable organisations in both the public and private sectors on a range of effective performance metrics to enable value for money, good practice and continuous improvement in the Trust.
- Analyse the levels of spend across departments and identify areas for possible savings.
- Contribute to the development of the Trust's procurement strategy and to ensure compliance with auditing requirements for procurement in line with the Academies Financial Handbook.
- To review and negotiate to ensure that the Trust and LST academies achieve the best value for money and gain the best service appropriate to their needs
- To review the current process for the onward delivery of goods received across the Trust and recommend improvements.
- To obtain bids and quotations from suppliers and service providers making appropriate recommendations.
- To prepare bids on behalf of the Trust to gain maximum access to funding opportunities.

- To negotiate and establish service level agreements with contractors and service providers to guarantee optimum service to the operations of the Trust.
- To ensure efficient and proactive communication of orders, deliveries and related matters to academy and Trust staff.
- To maintain an optimum level of inventory of all supplies and to anticipate regular requirements to ensure continuity of supplies/service with minimal wastage.
- To establish, conduct and maintain annual inventory check of all LST and individual Academy properties.
- To provide written reports and information as required to LST management and the Trust Board, as required.
- Provide advice, guidance and support to staff and Leaders across the Trust in all aspects of the role.
- Support Academies in the management and development of community lettings.
- Be an active and effective contributor to the Laidlaw Schools Trust.
- Any other duties as may reasonably be requested by the CFO and Trust Management. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required