



ADVANCE  
LEARNING  
PARTNERSHIP



# Procurement And Contracts Manager

Start Date: February 2025 (Negotiable)

Securing **Excellent Education** through **Collaboration**

# Welcome from the Chief Executive Officer

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The Advance Learning Partnership (ALP) is guided by a shared set of values, embodied in the ethos:

## **‘Your child is our child’**

Across our family of schools and staff, our unwavering aim remains constant:

## **‘Excellent Education through Collaboration’**

Across ALP we have an unrelenting drive to achieve the highest possible standards for each one of our children. All staff share best practice, seek opportunities to learn from others and understand that their professional development is fundamental to a child’s success.

The ALP family of schools recognise each school as unique. The schools and their leaders share a Trust wide set of educational principles and then contextualise the principles into a working model to meet the needs of their children. The fundamental challenge of our school leaders is to ensure that the educational offer they provide must be of a standard that they would desire for their own child:

The Trust has established robust structures to support continuous leadership development, ensuring the highest educational standards are met. Collaborative networks across all subjects and themes are woven into our daily practice. ALP’s approach is deeply rooted in evidence-based research and involves extensive collaboration with local, regional, and national educational bodies.

The Trust has a cohesive, centralised structure, consisting of a School Improvement Team, a Children’s and Civic Services Team and a School Support Team. The School Support Team enables school leaders to maintain their focus on children and education, with specialists providing the security and foundations for the educational provision, whilst the School Improvement Team support, develop, and evaluate the schools and their leaders to ensure the life chances of every child are realised. The Children’s and Civic Services Team creates a flexible educational framework, tailored to each child’s unique circumstances, ensuring that all pupils—regardless of their challenges—thrive, achieve and are well-prepared for life beyond school.

In the coming years the Trust seeks to serve all educational pathways with professionalism, investment and shared ethical values. This will ensure the children within our care are successful and safe regardless of the challenges they may face in education and society. We have a proven record of accomplishment in delivering academic improvement. We are enormously proud of our schools, leaders, governors, teachers and support staff who serve the children so well. It is a privilege to work alongside so many dedicated and highly skilled peers who change lives each and every day.

**Kelvin Simpson**  
**Chief Executive Officer**



## The School Support Team

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We are seeking a skilled and experienced Procurement & Contracts Manager to join our committed and dynamic central support team at Advance Learning Partnership (ALP). In this key role within the Finance Department, the Procurement & Contracts Manager will oversee and drive the entire procurement process, addressing the Trust's diverse day-to-day requirements for goods and services. This position is integral to developing and implementing ALP's Procurement Strategy, ensuring procurement practices are efficient, cost-effective and ethically sound.

As Procurement & Contracts Manager, you will work closely with cross-functional teams to secure optimal value from our supply base, ensuring strong supplier relationships that align with the Trust's financial goals. Your strategic approach will directly support ALP's broader mission to provide high-quality education and positively impact the communities we serve. This role offers an exciting opportunity to contribute to a progressive and values-driven organisation, where procurement excellence underpins our commitment to delivering outstanding education and creating lasting community value.

Joining Advance Learning Partnership means becoming part of a dynamic, supportive team that champions innovation, efficiency and transparency in all financial operations. We look forward to welcoming a Procurement & Contracts Manager who will bring expertise, integrity and dedication to our continued success.

## The Person

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- Has high expectations for Advance Learning Partnership.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Exemplifies the values and ethos of the Trust as a positive role model.
- Display an ability to lead and motivate a teams and foster a culture of collaboration.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

# Job Description

<b>JOB TITLE</b>	Procurement and Contracts Manager
<b>CONTRACT TYPE</b>	Permanent, Whole Time
<b>HOURS</b>	37 Hours per Week
<b>ACCOUNTABLE TO</b>	Senior Leadership Team
<b>GRADE</b>	Grade 10-12 SCP 27-37 (£37,035 - £46,731)
<b>REQUIRED</b>	February 2025 (Negotiable)

## RESPONSIBILITIES OF ALL POST HOLDERS

### ETHOS

**Employees are expected to support and contribute to the school ethos.**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

### GENERAL EXPECTATIONS

**Employees will:**

- Contribute effectively to the work of the Trust and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the Trust community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow Trust policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming Trust culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

## RESPONSIBILITIES FOR ALL ALP EMPLOYEES

### ALP employees will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Maintain at all times, the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Gain understanding and support the continuous improvement of operating processes.
- Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.
- Attend relevant meetings as required, including termly Academy Council meetings.

## RESPONSIBILITIES OF THIS POST HOLDER

### KEY RESPONSIBILITIES FOR PROCUREMENT AND CONTRACTS MANAGERS'

#### Main Responsibilities:

- Lead the end-to-end procurement process, managing projects for complex activities, delivering the best possible commercial outcomes for the Trust as a whole.
- Lead and manage the Trust's major contracts, ensuring delivery against the agreed terms of the contract, ongoing review and commercial negotiations.
- Develop, maintain and oversee the Trust's Contract Register, liaising with budget managers to ensure compliance with tendering thresholds and renewal deadlines are met.
- Lead the delivery of the Trust's procurement strategy and be responsible for the development, implementation and maintenance of procurement policies and procedures.
- Ensure supplier and trust commitments through the contract are analysed, monitored and managed using a digital system including sustainability and social value
- Provide support and advice budget holders and department leads to effectively manage their contracts
- Analyse performance of contracts to support commercial decision making around future procurements and current contracts.

#### Procurement and Compliance:

1. Lead the procurement process on behalf of the Trust, identifying frameworks, and developing and advertising tenders that comply with UK public procurement regulations.
2. Identify effective methods of procurement for goods, services and capital works ensuring they are implemented in line with the organisations financial regulations and delegated authorities.
3. Be responsible for the creation, management and procurement of a preferred supplier list and championing the use of these suppliers across the Trust.
4. Implement and develop the use of an e-procurement system to effectively manage and track end to end category management, procurement projects and contract management activity.
5. Lead on the design, development and delivery of procurement strategies, policies and processes, ensuring full compliance with Public Contract Regulations and Department for Education guidance.
6. Be responsible for ensuring best practice to achieve procurement excellence and ensuring the procurement strategy is followed by colleagues across the Trust.

### **Contract Management:**

1. Provide commercial support to the Executive Team, developing and identifying the Trust's procurement priorities.
2. Develop, maintain and oversee the Trust's Contracts Register, ensuring it is a comprehensive record of the Trust's commercial activity and that termination and renewal dates are monitored and activated in the best interests of the Trust.
3. Lead on all aspects of the commercial lifecycle, including awarding contracts, extending agreements and if necessary negotiating early termination of deals.
4. Proactively lead, support and challenge suppliers throughout the life of the contract to ensure the best commercial outcomes are achieved.
5. Work with the Trust's Data Protection Officer to ensure all contracts are GDPR compliant and the relevant data sharing agreements are in place.

### **Financial Efficiency and Value For Money:**

1. Deliver category savings and efficiencies, ensuring they are appropriately recorded and tracked.
2. Undertake benchmarking analysis to provide evidence of value for money and to highlight potential opportunities to save money across the Trust.
3. Produce high level management information for the Executive Team, the Board of Trustees and other stakeholders detailing the progress on the delivery of the procurement strategy, value for money and savings made.

### **Advice and Support:**

1. Provide expert advice to the Trust's Executive Team ensuring the Trust achieves value for money in all its commercial activity.
2. Advise and act on behalf of the Trust on complex high level procurement matters.
3. Gain a deep understanding of the supply market, category, and business context and use this knowledge to inform and deliver commercial strategies.
4. Be the Trust expert on all procurement and contract related issues, providing advice, guidance and training to colleagues at all levels of the organisation.
5. Lead trust wide projects to review and unlock funding streams and writing of bids to realise income streams.

## **SPECIAL CONDITION OF THIS POST**

### **SPECIAL CONDITIONS FOR PROCUREMENT AND CONTRACTS MANAGERS**

#### **All Procurement and Contracts Manager will:**

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Maintain at all times, the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Gain understanding and support the continuous improvement of operating processes.
- Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.
- Attend relevant meetings as required, including termly Academy Council meetings.

**The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.**

## Person Specification

		Essential	Desirable
APPLICATION	A well-structured letter of application indicating interests and strengths in the subject.	*	
	Fully supported in references.	*	
QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	CIPS Qualification or working towards other relevant qualification	*	
	Educated to degree level or working experience equivalent		*
	Thorough knowledge of procurement practice and processes (including development and use of associated IT systems).	*	
	Thorough knowledge of relevant legislation and regulations relating to procurement and contract management.	*	
	The principles and practice of procurement within a multi-site organisation and how this contributes to maximise benefits.	*	
	Good understanding of school procurement requirements and options, opportunities for securing value for money.		*
EXPERIENCE	Experience of procurement and all associated processes within a medium – large complex organisation.	*	
	Experience in staff management		*
	Experience in managing change and implementing new systems, procedures and controls.	*	
	Experience providing excellent customer service.	*	
	Experience in an education / public sector environment.		*
QUALITIES & VALUES	Ability to communicate and negotiate effectively with a range of audiences (internal and external).	*	
	Strong demonstrable ability to prioritise, plan and organise workload, self and others.	*	
	Ability to effectively lead and work as a team member.	*	
	Ability to develop, maintain and use an effective network of contacts, seeking advice and support when necessary.	*	
	Ability to make decisions based on analysis, interpretation and understanding of relevant data and information.	*	
	Set high standards and provide a role model for staff, taking responsibility for own and others professional development.	*	
	Ability to work flexibly to meet deadlines and respond to unplanned situations.	*	
	Strong IT skills.	*	
	Sound judgement and decision-making skills.	*	
	Vision, imagination and creativity.		*
PERSONAL ATTRIBUTES	Ability to work successfully under pressure and retain a sense of perspective.	*	
	A strong moral purpose and drive.	*	
	Ability to work as a team member to achieve common goals.	*	
	Enthusiasm and self-confidence.	*	
	High expectations for all pupils.	*	
	Initiative, energy and perseverance.	*	
	Caring and supportive.	*	
Ambition to go on to a higher position of responsibility.		*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

# Application Guidance

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Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the Trust by 9am, Monday 9<sup>th</sup> December 2024.

**Advance Learning Partnership**  
**Whitworth Lane**  
**Spennymoor**  
**Co. Durham**  
**DL16 7LN**

or by e-mail to the trust, [alphr@alplearning.org.uk](mailto:alphr@alplearning.org.uk)

## AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

## Shortlisted Candidate Guidance

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### REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024.](#)

### DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.



## **PRE-OCCUPATIONAL HEALTH**

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

## **EQUAL OPPORTUNITIES**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.