

Job Description

Responsible to:

Head Of Finance Operations

Salary:

FMAT Pay Scale PO5

JOB PURPOSE

- The Procurement Manager plays a key role in delivering a high-quality, compliant, and value-driven procurement service across all schools within the Trust. This role is responsible for developing and overseeing procurement policies and procedures that support the Trust's strategic and financial objectives, ensuring best value and adherence to relevant legislation and guidance.
- Reporting to the Head of Finance Operations, the Procurement Manager will provide timely, accurate procurement and financial insights to support strategic decision-making and operational planning. The role includes the preparation of procurement reports, forecasts, and analysis to inform Trust-wide initiatives.
- The postholder will line manage the Procurement Administrator and Finance Assistants, ensuring the effective delivery of procurement and financial operations. They will champion continuous improvement, robust financial controls, and compliance with internal and external regulatory requirements.
- Through strong leadership and collaboration, the Procurement Manager will ensure that procurement practices are efficient, transparent, and aligned with the Trust's values and long-term goals.
- This job description outlines the key responsibilities of the role but is not exhaustive. The postholder may be required to undertake additional duties as directed by the Head of Finance

Operations or Chief Operating Officer, in line with the evolving needs of the Trust.

MAJOR DUTIES AND REQUIREMENTS

Procurement & Policy Development

- Support the Head of Finance Operations with the development and implementation of a Trust-wide procurement strategy in collaboration with the Director of Finance, ensuring alignment with the Trust's financial and operational goals.
- Ensure the Trust has robust, fit-for-purpose procurement policies and procedures that reflect its scale and comply with current legislation, ESFA guidance, and best practice.
- Provide expert guidance and support to colleagues across the Trust on procurement activity, ensuring compliance, value for money, and effective service delivery.

Procurement Operations & Compliance

- Oversee all purchasing activity across the Trust, ensuring processes are efficient, transparent, and deliver commercial outcomes.
- Ensure all procurement activity complies with financial regulations, Trust procedures, and statutory requirements, including ESFA and Public Contracts Regulations.
- Lead on tenders and framework agreements, acting as a facilitator to ensure value for money and regulatory compliance.
- Support the setup, negotiation, monitoring, and termination of Trust-wide supplier contracts, SLAs, and leases.



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Supplier & Contract Management

- Maintain and oversee a database of approved suppliers, ensuring due diligence, regular auditing, and evidence of compliance are in place.
- Champion the use of approved suppliers across the Trust to ensure consistency and quality.
- Responsible for keeping an up-to-date register of all live contracts, SLAs, and leases across the Trust.
- Work with the Trust's Data Protection Officer to ensure all contracts are GDPR compliant.

Financial Analysis & Reporting

- Analyse and interpret spend data using industry-recognised benchmarking tools to identify trends, risks, and opportunities.
- Identify and deliver cost-saving opportunities across the Trust in collaboration with relevant stakeholders.
- Monitor procurement budgets and provide accurate forecasts and reports to support strategic decision-making.
- Manage the Related Party Transactions register and associated evidence to ensure ESFA compliance and audit readiness.
- Monitor pecuniary interests in procurement activity and ensure appropriate reporting and approvals are in place.

Training, Systems & Continuous Improvement

- Provide system and procedural training to key staff to promote good procurement practice and reduce risk.
- Actively contribute to the development and continuous improvement of procurement and financial systems and procedures.
- Support internal and external audit processes, ensuring procurement records and practices are audit-ready.

Stakeholder Engagement & Customer Service

- Provide a customer-focused procurement service, building effective and constructive working relationships across the Trust and with external suppliers.
- Act as the central point of contact for procurement queries, offering expert advice and practical support to school and central teams.

Project Support:

- Provide support to the Head of Finance Operations on ad-hoc projects, such as funding bids, financial modelling, or capital investment proposals.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Chief Operating Officer may from time to time determine.



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I have read and accept this job description.

Signature:

Print Name:

Date:



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PERSON SPECIFICATION

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Relevant qualification to support procurement (CIPS) or willingness to study towards it	✓	
Experience of working in the education sector and in multi-site settings		✓
Have a full knowledge and understanding of the financial legislative framework for schools and in education		✓
Understanding of business implications of trends and knowledge of how to process and capitalise on opportunities		✓
In depth knowledge and experience of financial management, financial regulations and good financial practice	✓	
Relevant experience of administration work and delegating work bearing in mind the workload and time constraints of others	✓	
Good commercial acumen with the ability to balance risk and reward for the Trust		✓
Knowledge of funding streams and sources of potential income		✓
Knowledge of financial benchmarking, economies of scale and procurement processes	✓	
Strong analytical skills to interpret a range of legislation and regulations and experience of developing innovative solutions to complex issues	✓	
	✓	



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Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and Email		
Proficient in analysing information and supporting the Trust to make robust strategic decisions in line with the vision of the Trust	✓	
Experience of leading and managing others	✓	
Experience in coaching and training others		✓
Personal qualities and attitudes	Essential	Desirable
Strong organisational skills, ability to prioritise and meet strict deadlines	✓	
Meticulous attention to detail and a systematic approach	✓	
Inquisitive nature and excellent problem-solving skills and judgement	✓	
Ability to understand and analyse complex financial problems and to provide solutions		✓
Ability to maintain confidentiality at all times, deal with situations in a tactful manner and be a person of integrity	✓	
Self-motivated with the ability to work autonomously with minimum supervision and as part of a team	✓	
Good communication skills	✓	
Good relationship building skills and ability to interact with people at all levels of the organisation and external agencies whilst maintaining a high level of professionalism	✓	
Ability to follow set procedures	✓	
Be flexible and adaptable to change	✓	
A commitment to actively support change and evidence of identifying and implementing improvements to processes or services and a commitment to continuing professional development	✓	



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Have an openness to learning and change	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to travel to meetings if required	✓	

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