

# Job Description: Procurement & Contracts Manager



## Post Details

**School/setting:** Twynham Learning Core Services  
**Post type:** Support Staff  
**Grade/Pay Level:** Grade 11  
**Responsible to:** Director of Business and Finance

## Main Purpose

This is a standalone post, leading and managing procurement and contract activities across Twynham Learning, with a primary focus on securing good value and cost-effective outcomes for the Trust. The role will ensure full compliance with statutory and Trust policies, and deliver effective risk mitigation. The role will provide strategic oversight of procurement processes, contract management, and associated compliance functions, supporting schools and central services to achieve operational excellence while maximising value from all procurement activity. There is an expectation that the savings on contracts generated by the postholder trust-wide will be significant (ideally enabling the role to 'pay for itself').

## Duties and Responsibilities

### Procurement

- Develop and implement a centralised procurement strategy for the Trust.
- Support large-scale procurement projects, ensuring compliance with public procurement regulations.
- Negotiate best value from suppliers and assist with supplier due diligence.
- Review supplier performance and negotiate improved terms to deliver best value.
- Provide guidance and training to our schools on procurement processes and compliance.
- Create and maintain a preferred supplier list for Trust-wide access across various disciplines.

### Contract Management

- Identify and secure best value opportunities through active supplier engagement to leverage Trust economies of scale, and support on larger contract negotiations.
- Oversee all Trust-wide contracts and Service Level Agreements, ensuring effective monitoring of KPIs and adherence to agreed terms.
- Create and maintain contracts register to ensure accurate records of contracts and to manage renewal cycles.
- Build strong relationships with external partners to ensure compliance and mitigate risk.
- Ensure Business Continuity plans are in place for key suppliers.

### Main Customer / Stakeholder interactions

- Be an advocate for best value and cost savings across the Trust.
- Work collaboratively with Finance, Operations, and Education teams to align procurement and contract management with strategic priorities.
- Engage with school leaders to support compliance and continuous improvement initiatives.
- Actively participate in Trust-wide forums to share best practice and monitor emerging risks.

## Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

### Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

### Twynham Learning Attributes for all Staff

Ambition for excellence	Inclusiveness
Professionalism	Positivity
Humility	Community-mindedness
Championing change	Being collaborative

### Qualifications, Knowledge, Skills and Attributes Required

#### Essential:

- A successful track record of working in procurement/contracts management and driving benefits/savings for the organisation
- Knowledge and understanding of public procurement regulations and compliance requirements
- Highly skilled at negotiating contracts and supporting small-to-large scale procurements
- Strong analytical skills and attention to detail, astuteness.
- Excellent communication and interpersonal skills, with successful experience of managing supplier relationships
- Proficiency in using procurement software and Microsoft Office Suite
- Organised, with an ability to work independently and prioritise effectively
- Customer-focussed
- Highly resilient and relentless in the pursuit of best value
- Takes accountability and ownership of procurement outcomes in a complex multi-stakeholder environment

#### Desirable:

- Procurement/contracts management experience in the education sector
- A bachelor's degree in business administration, supply chain management, finance, or a related field
- Professional certifications such as CIPS (Chartered Institute of Procurement & Supply) or equivalent
- Familiarity with the Department for Education (DfE) Buying for Schools guidance and other relevant regulations

### Notes

- This job description may be amended at any time in consultation with the postholder.

### Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).