

## Job description: Head of Procurement

**Reports to:** Director of Finance and Procurement

**Location:** Currently operating hybrid working in our West London Office

**Contract:** Permanent

**Pattern:** Full Time (standard hours 9am – 5.30pm)

**Salary:** £70,000 to £75,000 per annum dependent on experience

### The Role

The Head of Procurement will be responsible for ensuring that the Ark network achieves value for money in all areas of significant spend. They will implement effective procurement solutions that ensure pupils and staff are able to access equipment and services that meet their needs, are compliant with public sector procurement rules and provide value for money.

### Key responsibilities

#### Strategic Leadership and Value for Money

- Own and deliver the Trust's procurement strategy, defining which categories of spend are best managed centrally and which are delegated to schools.
- Identify and deliver significant savings by providing procurement solutions across all areas of material spend while improving service quality and outcomes for schools.
- Use data and spend analytics to identify priority categories, inform decision-making, and drive continuous improvement.
- Lead on and provide professional advice and support to managers at the centre and to schools on tenders, contracts, terms and conditions, and monitoring and evaluation.
- Work with schools and central teams to identify opportunities to reduce cost and improve value for money.

#### Governance, Compliance and Assurance

- Ensure compliance with public sector procurement regulations, Trust procurement policy, and delegated authorities.
- Oversee all procurement tenders over £50,000, supporting and training schools to manage their own tenders where appropriate, whilst being responsible for central tenders over £50,000.
- Maintain oversight of contract information, audit procurement activity, and provide training on best practice.
- Regularly communicate procurement policy and delegation levels to schools.

#### Supplier, contract and framework management

- Lead on key supplier management, including overseeing the control of new suppliers and the development of strategies to help manage preferred supplier networks throughout the group.

- Monitor and manage service level agreements (SLAs) for mandated central suppliers and framework agreements to ensure excellent service delivery and value for money.
- Lead on framework agreements and work with external agencies to identify arrangements that deliver value across the Trust.
- Ensure effective monitoring, evaluation, and continuous improvement of supplier performance.

#### **Stakeholder engagement and network leadership**

- Build and maintain strong relationships with key stakeholders including senior leaders in schools and central teams, suppliers and customers, acting as a trusted adviser on procurement matters.
- Manage the list of procurement priorities across the network, communicating with schools and central teams ensuring, where possible, group tendering takes place.
- Provide professional advice and support on tenders, contracts, terms and conditions.
- Lead procurement integration for new schools joining the Trust, aligning contracts and maximising economies of scale.
- Represent the Trust externally, including participation in MAT procurement networks to look at ways large MATs can work together to share best practice.

#### **Team leadership, reporting and continuous improvement**

- Manage and develop the Procurement team, setting clear priorities and performance expectations.
- Report on procurement savings and efficiencies, including annual reporting to the Risk & Audit Committee and termly updates to the Management Team.
- Drive continuous improvement in procurement capability across the Trust through training, guidance, and standardisation.
- Undertake other responsibilities as directed by the Director of Finance and Procurement.

## Person Specification: Head of Procurement

### Qualification Criteria

- Educated to degree level or equivalent
- Right to work in the UK
- MCIPS or other relevant qualification in Procurement and Supply (Desirable)

### Knowledge and Experience

- Significant experience in procurement leadership, ideally within a multi-site public sector, charity or education environment.
- Strong background in supplier relationship and contract management.
- Demonstrable experience managing tender processes, negotiating contracts, and delivering cost saving.
- Understanding of procurement legislation and best practice.
- Demonstrable experience of building strong stakeholder relationships
- Experience managing and developing a procurement team.

### Skills & Behaviours

- Collaborative, with strong interpersonal and motivational skills
- A highly motivated self-starter
- Good negotiation and risk management skills Ability to prioritise and manage conflicting demands
- Ability to interpret complex legislation regulations, policies and related documents
- Strong organisational, project management and planning skills
- Excellent written and oral communication skills
- Ability to write reports and calculate potential savings
- Ability to use Excel e.g. create a pivot table, use graphs etc.
- An innovative and proactive approach to work
- Evidence of well-developed ICT skills
- Strong stakeholder engagement skills

### Other

- Right to work in the UK
- Willingness to occasionally travel to locations, including our schools, across England
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*