

Job Description

Group Member:		Luminate Group Services	
Job Title:		Procurement Manager	
Reports to:		Group Head of Procurement	
Job Grade	LEG F	Department	Finance

ROLE SUMMARY:

As a key member of the Procurement Team, you will help Luminate Education Group deliver an efficient, collaborative and forward-thinking procurement service that supports outstanding outcomes for our students, staff and communities. You will lead compliant and value-driven procurement activity, strengthen supplier and stakeholder relationships, and ensure that every purchasing decision reflects our commitment to sustainability, inclusivity and the responsible use of public funds.

SPECIFIC ROLE RESPONSIBILITIES:

1. Lead and execute end to end procurement processes from supporting internal stakeholders in defining their requirements, management of tenders through our e-portal, through to embedding appropriate contract management processes into our contracts.
2. Input into our procurement planning pipeline and provide strategic thinking by linking procurement outcomes directly to the alignment of the Groups objectives.
3. Work under the direction of the Group Head of Procurement to standardise procurement practices through the group and promote procurement best practice and compliance to our Financial Regulations.
4. Work under the direction of the Group Head of Procurement to the develop, implement and maintain compliance to Procurement Legislation (Procurement Act 2023 and PCR2015)

CORE RESPONSIBILITIES:

1. Lead and manage procurement activities to ensure best value, compliance, and effective use of public funds.
2. Support the group's strategic goals by procuring goods, services and works that meet curriculum, operational and estates-related needs.
3. Develop and deliver a group procurement strategy aligned with financial, operational and educational priorities.

4. Maintain an up-to-date pipeline of procurement activity and proactively identify opportunities for efficiencies, cost savings and improved supplier performance.
5. Lead compliant tender processes in line with UK public procurement regulations (e.g., PA2023, PCR, Find a Tender, DfE frameworks).
6. Manage quotations, tender evaluations, contract awards and contract mobilisation.
7. Draft, negotiate and manage contracts across key categories including IT, estates, facilities management, curriculum resources, professional services and capital projects.
8. Ensure contracts deliver value for money and meet quality, safeguarding, sustainability and social value standards.
9. Maintain accurate procurement records, audit trails and a complete, up-to-date contracts register and procurement dashboard.
10. Identify, assess and mitigate procurement risks, including supply-chain disruption and compliance breaches.
11. Maintain a robust and transparent approach to supplier relationship management and contract performance monitoring.
12. Develop and maintain productive relationships with suppliers, driving continuous improvement and effective service delivery.
13. Liaise with educational bodies, public-sector purchasing organisations and framework providers to support collaborative procurement and shared efficiencies.
14. Provide professional procurement advice and support to departments across the group, ensuring an enabling a responsive service.
15. Build strong relationships with internal stakeholders including Estates, IT, Finance, Curriculum and Senior Leadership.
16. Support colleagues with procurement training, guidance and internal awareness sessions.
17. Work collaboratively and consultatively across the group to support cross-service and cross-directorate working.
18. Assist the Group Head of Procurement in coaching and developing members of the procurement team.
19. Ensure all procurement activity complies with statutory requirements, internal financial regulations, public-sector procurement standards and ethical guidelines.
20. Produce regular procurement reports for senior leadership, committees or governing bodies.
21. Support the delivery of sustainability, equality, diversity, inclusion and social value objectives through procurement activity.
22. Operate, maintain and enhance procurement systems (e.g., e-tendering portals, finance/ERP systems), ensuring processes are efficient, compliant and fit for purpose.
23. Maintain accurate records of procurement activities and ensure documentation supports audit requirements.
24. Adhere to policies and processes that protect the Group's contractual and commercial risk.
25. Contribute to cross-functional projects and Group-wide work streams.
26. Any other duties that are specific to the department.
27. Ability to participate in evening/weekend work if required.
28. Assistance (if required) in the preparation, support and participation of examinations and invigilation across the Group.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Procurement Manager
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A / C
E	Q2. Possess, or studying towards or willing to work towards a recognised procurement qualification e.g. MCIPS or equivalent	A / I / C
D	Q3. Degree level education	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working within the procurement or supply chain management function.	A / I / T
E	EK2. Experience of leading procurement processes within a complex organisation and using e-procurement systems	A / I / T
E	EK3. Experience of drafting and negotiating legal supplier contracts.	A / I / T

E	EK4. Knowledge and experience of Procurement Legislation	A / I / T
E	EK5. Experience of delivering Value for Money (VfM), maximising efficiencies and delivering value for money.	A / I
D	EK6. Familiar with the Unit4 finance package or a comparable complex finance system.	A / I
D	EK7. Experience of supporting and coaching team members or colleagues.	A / I
D	EK8. Experience of delivering social value with a procurement exercise.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Able problem solve and use own initiative, originate action and be responsible for the consequences of decisions made.	A / I / T
E	SC2. Communicates, challenges and influences a variety of stakeholders effectively. Able to present sound and well-reasoned arguments to convince others.	A / I / T
E	SC3. Adapts and works effectively with a variety of situations, individuals or groups. Builds partnerships both internally and externally.	A / I
E	SC4. Can maintain personal effectiveness and demonstrate an approach to work that is characterised by commitment and motivation.	A / I
E	SC5. Commercially astute	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I

E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I