Journey to Outstanding

DDAT
Derby Diocesan Academy Trust

Procurement Lead

Derby Diocesan Academy Trust Central Team

Closing date: Sunday 6th December 2026

Interviews: Monday 14th December 2026






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Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Joining DDAT as Procurement Lead - driving strategic procurement excellence across our Trust.

We are excited to be advertising this new role to work as an integral part of our Central Team. We are a growing Trust looking to support potential new builds as well as new schools joining. Our existing estate includes a wide variety of size and age of building; we are supporting these schools to maximise the quality of the environment for the benefit of our pupils and workforce as well as developing our geographic hubs of schools across Derbyshire. A recent move to single management information system across our primaries, and the introduction of new finance and HR systems has provided greater consistency and efficiencies for our schools. Several other systems are coming online, and we see this postholder making a significant contribution to the next stage of the Trust's journey.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all across our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)



Working for DDAT

Governance

DDAT values local accountability through a Local Trust Committee. In the circumstances where a school is less than good, DDAT will take responsibility for governance and work to quickly rebuild the capacity of leaders at all levels so that the school regains aligned autonomy.

Curriculum

All DDAT schools follow the National Curriculum and supplement it with a vast range of extra-curricular activities which bring learning to life for all pupils.

Terms and Conditions

DDAT aims to ensure consistency of terms and conditions at the time of conversion and also for new staff joining after conversion. As such all staff should be treated no less favourably than they would within a LA school whilst working for DDAT.

External Partners

DDAT works closely with external partners such as Local Authorities, Universities and other Trusts. DDAT broker support across church and community schools and purchase services from a range of providers, including the LA, in the best interest of the school. DDAT encourages full involvement with other schools and regional initiatives.

Support

DDAT provides business, legal, finance, building, HR and governance support through a hub team. Our schools are only one call away from the help they need.

School Improvement

All schools receive a minimum of six visits per year from one of our own team of school improvement professionals. All of our own team undertaking these minimum visits have experience as Head Teacher, Local Authority Adviser/Partner and Inspector on behalf of Ofsted. Additional school-school and system-wide support is actively encouraged with other DDAT schools, the diocese, one of our many partners, or a proven partner identified by the school. Our diocesan team also includes people with considerable experience of Church school inspection.

Continuous professional development (CPD)

DDAT believe that all staff should continue to grow as professionals and as people. Our ethos of working to fulfil every individual's potential applies to staff as well as to pupils.

DDAT staff are involved in a continuing process of improvement and we are committed to fostering a positive belief and practice in continuous learning. Continuing Professional Development (CPD) is an important way of motivating and developing our staff and a carefully planned programme of DDAT CPD improves standards, raises morale and assists with recruitment, retention and succession planning.

All those involved in our school community will have an entitlement to equality of access to high-quality induction and continuing professional development. The focus of DDAT CPD is on improving standards and the quality of teaching and learning.
To see our current CPD opportunities visit: Upcoming Events – DDAT

DDAT aspire to be the employer of choice for our staff. The diocese has high aspirations for our schools and the pupils in their care as evident in our vision. For more information about DDAT and working in our diocese please visit:

- Derby Diocesan Board of Education (anglican.org)
- Home - DDAT

Employee benefits

• An opportunity to work as part of a supportive team and empower you to further develop the Trust.
• A competitive salary and Local Government Pension Scheme contributions. Opportunity for Salary Sacrifice Shared Cost Additional Voluntary Contributions (AVCs).
• A generous annual leave entitlement.
• Ongoing high quality professional development opportunities.
• Hybrid working with the opportunity to work from the office in Bakewell, home and the DDAT schools across the Trust.
• Benefits including but not limited to; Free onsite parking at Bakewell Head Office, Cycle to Work Scheme, free eye tests and a contribution towards a pair of glasses for employees using VDU's, Employee Assistance Programme & an opportunity to work flexibly.

Job Description

Procurement Lead

Job Title	Procurement Lead
Reporting to	Chief Operating Officer
Hours	Full Time, 40 hours per week 52 weeks per year, hybrid working
Salary	DDAT Central Grade 13, Points 41-45, £54,143 - £58,602 FTE

To lead and develop the Trust's procurement and contract management function, ensuring that goods, services, and works are procured in a compliant, efficient, and commercially effective manner. The postholder will secure value for money, manage commercial risk, support strategic decision-making, and ensure procurement activities contribute to the Trust's educational and organisational objectives.

Purpose of the role:

- To lead the end-to-end procurement processes, managing projects for complex activities, delivering the best possible commercial outcomes for the Trust as a whole.
- To lead and manage the Trust's major contracts, ensuring delivery against the agreed terms of the contract, ongoing review, and commercial negotiations.
- To develop, maintain and oversee the Trust's Contract Register, liaising with budget managers to ensure compliance with tendering thresholds and renewal deadlines are met.
- To lead the design and delivery of the Trust's procurement strategy and be responsible for the development, implementation and maintenance of procurement policies and procedures.
- To embed sustainability, social value and ethical sourcing considerations into all procurement and contract management activities.
- To support commercial due diligence activity associated with Trust growth, school transfers, mergers and expansion projects as required

Key Responsibilities:

Procurement and Compliance

- To lead and run the procurement process on behalf of the Trust, selecting and documenting compliant procurement routes, checking framework and lot eligibility, and conducting tenders, further competitions, and call-off awards in accordance with the applicable rules.
- To identify effective methods of procurement for goods, services and capital works ensuring they are implemented in line with the Trust's financial regulations and delegated authorities.

- To maintain approved purchasing arrangements and supplier guidance across the Trust, identifying the applicable framework or contract, participating schools, agreed prices, ordering processes and authorised exceptions.
- To lead on the design, development and delivery of procurement strategies, policies, and processes, ensuring compliance with the Procurement Act 2023 and associated regulations, applicable transitional arrangements and legacy procurement legislation, the current Academy Trust Handbook and relevant DfE requirements.
- To be responsible for ensuring best practice to achieve procurement excellence and ensuring the procurement strategy is followed by colleagues across the Trust.
- Lead Trust-wide spend analysis and procurement intelligence activities, identifying opportunities for aggregation, standardisation, efficiency savings, demand management, and improved value for money across expenditure categories,
- To develop sustainable procurement practices that promote value for money across the whole life of contracts, including consideration of lifecycle costs, resource efficiency, and environmental impact.
- Evaluate and promote collaborative procurement opportunities, including the use of public sector buying organisations, academy trust partnerships, frameworks, and aggregated purchasing arrangements, to maximise economies of scale and best value.
- Ensure procurement activity complies with the Trust's Scheme of Delegation, Financial Regulations, conflict of interest requirements and all applicable Related Party Transaction regulations and reporting obligations.
- Develop and maintain a forward-looking procurement pipeline linked to the DDATs growth strategy, capital programme and school improvement priorities

Contract Management

- To provide commercial support to the Chief Operating Officer and Chief Finance Officer in agreeing procurement priorities and clear contract ownership, working with school business managers, headteachers and central service leads.
- To develop, maintain and oversee the Trust's Contracts Register and supporting document repository, recording the correct legal suppliers, school coverage, framework and call-off references, approved prices, service owners, signed agreements, variations, and termination and renewal deadlines.
- To lead all aspects of the contract lifecycle, including procurement, contract award, mobilisation, contract management, change control, extensions, re-procurement, transition planning, exit management, contract closure and negotiation of variations or early termination, subject to the Trust's delegated approvals and authorised signatory arrangements.
- Proactively lead, support and challenge suppliers through agreed performance measures, proportionate review meetings, school feedback, and escalation of non-performance, documenting remedial actions and commercial outcomes.
- To work with the DDAT's Data Protection Officer and relevant IT and service leads to undertake proportionate data protection and information security checks and ensure appropriate contractual data-processing and data-sharing provisions are in place where required.

- Assess supplier capability, financial resilience, legal contracting identity, local delivery capacity and supply chain risks.
- Lead and/or support supplier relationship management for key strategic suppliers, ensuring regular performance reviews, risk assessment and continuous improvement plans are in place

Financial Efficiency and Value for Money

- Deliver savings and efficiencies, agreeing baselines and validation with Finance and distinguishing realised budget savings, cost avoidance, service improvements, and implementation costs in reporting.
- Undertake benchmarking and whole-life cost comparisons using matched service specifications, roles, volumes, and contract periods, including applicable taxes, additional charges, transition and exit costs, to evidence value for money.
- Produce management information and reports for the Executive Team and other stakeholders detailing procurement performance, value for money, savings delivery, commercial risks, supply chain issues, contract performance, future procurement priorities and emerging opportunities.

Advice and Support

- To provide expert advice to the Trust's Executive Team ensuring the Trust achieves value for money in all its commercial activity.
- To advise on and lead complex procurement matters within delegated authority, obtaining specialist legal, HR, safeguarding, financial or technical advice and approvals where required.
- To gain a deep understanding of the supply market, category, and business context and use this knowledge to inform and deliver commercial strategies.
- To be the Trust expert on all procurement and contract related issues, providing advice, guidance and training to colleagues at all levels of the organisation.
- Provide procurement and commercial input to agreed Trust-wide funding projects and bids where relevant, within priorities agreed with the line manager.
- Develop procurement capability across the Trust through practical training, approved templates, toolkits and guidance for budget holders and school leaders, supporting consistent use of agreed purchasing arrangements, including supply staffing.
- Represent the Trust in relevant regional and national procurement networks, education sector forums and collaborative purchasing groups, identifying opportunities for partnership working and sharing best practice.

Other

- To continue personal professional development as required
- To work in the best interests of the Trust, students, parents and staff
- To work at locations across the academy Trust
- To support the Trust's strategic plans for growth over the next few years.
- To complete any other duties related to the above areas.

This role is a hybrid position, with some office based, school based and homeworking.

Employees will be expected to comply with any reasonable request from the CEO/COO to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.

Person Specification

Procurement Lead

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Key Criteria	Essential	Desirable
Qualifications & Experience	• MCIPS qualification (or significant, recent and relevant experience) • Experience of leading contract management / procurement within a medium - large complex organisation • track record of recent, relevant professional development • Experience of managing change and implementing new systems / procedures / controls	• Educated to degree level • Project management experience
Knowledge & Understanding	• Substantial understanding of the Procurement Act 2023 and associated regulations, transitional arrangements and legacy contracts, the current Academy Trust Handbook and relevant DfE procurement requirements. • The principles and practices of procurement within a multi-site organisation and how this contributes to success • The application of software and IT developments to effective use across a large organisation • Commitment to supporting DDAT's Christian vision and values and serving its	• Knowledge of DfE frameworks and capital project procurement • Experience of procurement within a Multi-Academy Trust or wider education / public sector environment. • Experience of contract mobilisation and supplier transition management.

	Church and community schools inclusively. • Understanding of the safeguarding implications of procuring staffing and services for schools, including working with HR, safeguarding leads and school leaders on assurances and escalation.	
Leadership & Management	• To effectively lead and work as a member of a team, participate in meetings and negotiate as necessary • Set high standards and provide a role model for staff and take responsibility for own and others professional development • Liaise effectively with other organisations and agencies • Develop, maintain, and use an effective network of contacts, seeking advice and support when necessary	• Resilience and perspective • Experience as a strategic leader. • Deal sensitively with people and resolve conflicts • Experience of guiding senior leaders and governing bodies through evidence-based recommendations
Skills & Abilities	• Strong, demonstrable ability to prioritise, plan and organise workload • Ability to prepare and present clear reports, business cases and recommendations for Executive Team, Trustees and stakeholders • Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills • Strong IT skills • Sound judgment and decision-making skills • Strong analytical and problem-solving skills	• Vision, imagination, and creativity

	• Demonstrable ability to analyse procurement expenditure, compare full costs and interpret supplier performance data to support recommendations and monitor benefits. • Ability to make decisions based on analysis, interpretation and understanding of relevant data and information • Respect confidentiality • Think clearly in emergency situations. • Demonstrate good judgment • Readiness to accept and implement change, openness, and willingness to learn and flexibility. • Ability to drive	
Personal Qualities	• Professional and collaborative • Builds strong relationships • Adaptability to changing circumstances/new ideas • Able to work flexibly to meet deadlines and respond to unplanned situations • Commitment to inclusion, equity, and the values of the Trust. • Integrity, accountability, and sound judgement • Commitment to continuous improvement and high-quality service delivery	• Intellectual curiosity • Ability to influence effectively and appropriately

Terms and Conditions

The post has the option of hybrid working with face to face working at our Bakewell Central Office. The post-holder may be required to work at any other centre where DDAT business is conducted.

This post requires the ability to travel and work directly with academies in the Trust and therefore requires a full current UK/European Driving licence with access to private transport which can be used for business purpose.

This post requires a reasonable level of flexibility to work occasional evenings, or early morning starts to support the needs of the trust.

An Enhanced DBS is required for this post.

If you have any questions about this post, please contact the HR team via email at hr@ddat.org.uk. For more detailed discussions, a call with the CEO can be facilitated.

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Guidance on the Appointment Process

These notes are intended to guide you when making an application for a post within DDAT.

The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.

Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

Education and Training

Please state your qualifications and any training you have undertaken relevant to the post.

Current employment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

Feedback Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

Arrangements for Applications

When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time.