



THE LEARNING TRUST

NURTURING • AMBITION • EXCELLENCE

Post: Procurement
Officer

Contract: Permanent

Required as soon as possible

Grade 4, SCP 4 to SCP6
£26,016 to £26,847 pa FTE
(£15,487 to £15,982.26 pro rata)
25 hours per week, 40 weeks per
year (term time plus 2 weeks)

Closing Date: 9.00am
Wednesday 21st October 2026

Welcome to
The Learning Trust

PROCUREMENT OFFICER

CLOSING DATE

9.00am
Wednesday 21st October
2026

Thank you for your initial interest in the above post. In this pack you will find detailed information about the post including a full Job description.

We are seeking to appoint a proactive, flexible and customer focused Procurement Officer to join our central Trust Finance team. This is a varied and rewarding role, providing high quality support across all Trust schools.

Working closely with the Chief Financial Officer, you will play a key role in ensuring all schools are fully supported with their day to day finance needs. You will be the first point of contact for staff and students, helping to resolve issues, maintain systems and support the effective use of technology to enhance operational efficiency.

This role requires someone who can build positive relationships with a wide range of stakeholders, and is committed to delivering a consistent and high standard of service across the Trust, so flexibility and a collaborative mindset are important. No two days are the same, and you will need to be adaptable, organised and confident working both independently and as part of a wider team.

Training and development will be provided as part of the induction process.

We believe that each of the Trust's schools are great places to work in. Results are strong (and improving), facilities are excellent, the students are highly motivated to succeed, and the schools are situated in great surroundings. Each of us is always striving to live by the values of each school and those of the Trust overall - namely "Nurture, Ambition, Excellence" and we do demand that all staff must be role models for those characteristics at all times.

I do hope, having read this pack, that you feel excited by the role and will apply early for this post. For an application form and full information about the position, please visit the 'Join Us' page on The Learning Trust website: <https://www.tltrust.co.uk/join-us> and apply through 'MyNewTerm'.

The deadline for receipt of applications is **9am on Wednesday 21st October 2026**
Interviews: **Week commencing 2nd November 2026.**

I really do hope that you are interested in applying for this post and I thank you in advance for all the work you will put into your application - I know just how much work it will entail!

Tom Kearns

Chief Executive Officer



JOB DESCRIPTION



Job Title	PROCUREMENT OFFICER
Responsible to	Chief Financial Officer
Core Purpose	To support the Chief Financial Officer, as part of the Trust Central Finance Team in delivering effective procurement, purchasing, income administration and financial compliance across the Trust, ensuring value for money, strong financial controls and adherence to Trust Policies.
Key Responsibilities	- Procure all goods and services required by the school to ensure all functions run efficiently and to be accountable for maintaining detailed financial records - Comply with the Trust's Finance Manual Procedures and the DFE Buying for Schools requirements - Proactively research and make recommendations on value for money issues to optimise value and achieve BEST value for the Trust and its schools - Guide staff in the use of the Finance Team Procurement processes to ensure that budget limits are adhered to - Compile & fulfil parental orders income via the on-line payment systems - Deputise in the absence of other finance staff - General office duties as required - Uphold the ethos of the Trust and its Schools ethos and set high standards in all areas of work





- To maintain Financial detailed records, documentation and working papers in order to ensure consistent audit trails and a sound basis for technical analysis and decision-making, in accordance with the Trust Finance Manual, DFE and other relevant guidance.
- To operate the Purchase ledger.
- To proactively research suppliers to receive best value and discount opportunities for the Trust
- To hold and ensure appropriate use of school purchase cards.
- To receive deliveries of goods.
- To liaise with colleagues to fulfil bursary (student finance) procurement requirements
- When applicable, to ensure onward despatch of deliveries to the correct budget holder.
- To report and liaise with both budget holders and suppliers to chase up identified damages or shortages of delivered goods.
- To review, at least half termly, outstanding orders to ensure outstanding orders are received and records are current.
- To guide and facilitate all staff in the use of purchasing software for budget control, ordering and receipting of goods
- To make decisions on best value and quality from suppliers.
- To be jointly responsible with Chief Financial Officer to meet audit requirements.
- To ensure secure storage and transfer of data to comply with GDPR, Online Payments and PCI regulations.
- To proactively notify budget holders of up coming deadlines related to events, school holidays and year end procedures
- To assist in the operation of the income processing systems and assist parents and staff in the use of these; for income including but not limited to visits, sales, events, exam fees, and catering.
- To collate income and required return forms including pursuing outstanding debts and documents.
- To prepare messages and order forms for sale items.
- To sell and advise parents on retail items including uniform, revision books etc.
- To provide box office service for events and ensure income is processed correctly.
- To assist in the year end/new academic year maintenance of parent online payment systems.
- To appropriately process financial and other documentation with secure use and storage of card data to comply with Online Payments and PCI regulations.
- To place orders for stationery for approval by the relevant budget holders.
- To obtain and maintain detailed financial records, documentation, and working papers in order to ensure consistent audit trails, in accordance with the Trust Finance Manual.
- To deputise for finance and other staff as necessary.
- To suggest improvements to systems and procedures.
- To carry out general office duties to assist the Finance Team and support staff to facilitate smooth running of the Trust and its schools and finance administrative functions.
- Notwithstanding the detail in this job description, the job holder may be asked to undertake other duties as determined by the Trust's Leadership Teams or Line manager, from time to time and up to or at a level consistent with main responsibilities of the job.

PERSON SPECIFICATION



Qualifications	• Right to work in the UK • Good general education: Minimum, 5 GCSEs grade A* - C, including English. • A sound knowledge of English Language, grammar, punctuation and spelling is essential.
IT Skills	• Excellent working knowledge of Microsoft Windows & Office computer software with particular emphasis on Microsoft Outlook, Word & Excel.
Experience	• Previous employment within a busy office environment, (preferably within either the educational or financial sectors). Knowledge of SIMS, and/or School Payment systems would be an advantage (Desirable). • Knowledge and experience of school procedures for managing procurement of goods and services, and for advising staff in the appropriate use of resources (Desirable).
Personal Qualities	• Display an open and approachable manner, having an enthusiastic approach to work along with a cheerful attitude and a good sense of humour. • Smart, professional and business-like image, reflecting the ethos of the Trust. • Excellent interpersonal skills, with an ability to communicate well with students, teachers, parents, suppliers and outside agencies, both verbally and written. • Have a good understanding of and genuine interest in the education and well-being of young people. • Excellent organisational skills with a high degree of accuracy, with the flexibility to adjust to the demands of a busy office and an ability to prioritise in order to meet deadlines. • Confidence to use initiative and to take responsibility for own workload, with support from Line Manager when needed. • Ability to both follow existing procedures and where appropriate, suggest improvements. • An aptitude to learn quickly and adapt easily to new systems. Impeccable integrity and commitment to confidentiality.

Queen's Park High School is part of **The Learning Trust (TLT)**. Our Trust exists to serve young people, to educate, enlighten and give them the expertise and confidence to succeed. Our values are displayed on this page. We believe that through them and through honest and open collaboration, higher standards will be achieved across the Trust.

TLT currently comprises three secondary schools: Queen's Park High School, Christleton High School and Chester International School, and one primary school: Belgrave Primary School - and discussions continue with the aim of expanding our offer to partners both local and international. Our offices are based at Queen's Park High School, Chester. We believe that Chester and the North West offers a truly brilliant opportunity for education, business and quality of life, and it is our mission to further enrich this by providing an education service which is both diverse and outstanding.



1. Students are always first - the prime consideration in all decisions will be the best interests and educational outcomes of current and prospective students.

2. Mutual benefit - the interests of the Trust will always be combined with the interests of individual schools, seeking the very best and co-operating to share resources and success.

3. Inclusivity - the Trust will welcome students of all backgrounds and abilities.

4. Freedom to innovate and make decisions - optimum delegation to local Governing Bodies and individual schools commensurate with the Trust's statutory responsibilities and efficiency.

5. Excellence and learning - every student will be supported and challenged to achieve their potential. All adults employed by and associated with the Trust will have and exhibit a 'learning mindset'.

6. Partnership - the Trust will continually seek to work in partnership to achieve better outcomes for current and prospective students, and to improve education in the area.

7. Fairness - all students and staff will be treated with fairness and parity whilst encouraging diversity and identity.

8. Integrity - all those associated with the Trust will act with kindness, courtesy and integrity, in accordance with both school and Trust ideals and values.



Tom Kearns
Chief Executive
Officer



Paul Heath
Chair of Trustees



QUEEN'S PARK HIGH SCHOOL

I would like to wish you a very warm welcome to Queen's Park High School, a smaller than average 11-18 school, beautifully located to the south of the River Dee, in the heart of Chester. Queen's Park is an ambitious, forward thinking school with a clear vision, which is to 'Inspire Individuals, Empower Minds and Define Futures'. We strive to provide the very best learning and personal development opportunities for every young person in our care, but we also strive to provide these opportunities with care too! We are very proud to announce that our school was awarded Secondary School of the Year at the Excell Standard Education Awards 2024.

Tom Kearns, Executive Headteacher - Handbridge Campus



CHESTER INTERNATIONAL SCHOOL

Chester International School is a hub of technology, innovation and academic study which is unparalleled in its commitment to global and professional engagement. We offer extended field studies and our students can choose subjects and elective activities which really interest them and there are many opportunities for travel and adventure. As you explore what makes CIS unique, I encourage you to consider how you might fit in our dynamic community.

Tom Kearns, Executive Headteacher - Handbridge Campus



CHRISTLETON HIGH SCHOOL

We are a highly successful school situated in the picturesque village of Christleton, with over 1,350 students on roll. The School serves a community of small villages and housing on the east side Chester, approximately three miles from the City centre. We are a school where the desire to learn is infectious and students of all abilities flourish. Everyone works hard to create a learning environment where all are welcome and diversity is celebrated. Consequently, academic standards at the school are very high and frequently amongst the highest in the region, thanks to: highly motivated staff; children who wish to learn and parents who support them.

Kevin Smith, Headteacher



BELGRAVE PRIMARY SCHOOL

Belgrave Primary School was opened in 1968 and was originally a one form entry primary school. It became an infant school in 1974 and returned to being a primary school in September 2008. Since 2008 our admission number has been 30 and we are a one form entry school. The school is attached to Westminster Park Community Centre which serves the local area. The school is well resourced with laptops and iPads in Key Stage One and Two in addition to desktop computers in the Key Stage Two workspace. All classes have interactive whiteboards. We have large practical "workspaces" outside the classrooms which are used for a range of lessons and activities including art, design and technology, Computing and group teaching.

Juliette Benton, Headteacher

OUR TEAM



MEMBERS AND TRUSTEES

TRUSTEES:

PAUL HEATH
(CHAIR)
NICK CLARKE
(VICE-CHAIR)
SUE EGERSDORFF
ROB HALL
JEAN CHARLTON
ALEX MAKINSON
KAYTE PARLEVLIET
ALBERT (DAMIAN)
STENHOUSE

MEMBERS:

NICK CROWTHER
PAUL HEATH
PHILIP HAMILTON
STEVE RICHARDS
EUAN IMRIE



TOM KEARNS
CHIEF EXECUTIVE
OFFICER



LESLEY CARDING
CHIEF FINANCIAL
OFFICER



PAUL HEATH
CHAIR OF TRUSTEES



PHIL HILL
FACILITIES MANAGER



LYNDSAY CRAVEN
IMPROVEMENT
DIRECTOR



DAVE HELSBY
CHIEF OPERATING
OFFICER



SUZANNE WONG
COMPLIANCE &
GOVERNANCE OFFICER

The Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants for all posts will be subject to vetting checks.

The successful candidate will be subject to stringent checks and induction processes including 'prohibition from teaching' and 'CRPS' checks.

An online search will also be carried out as part of due diligence on all short-listed candidates.

The ability to converse at ease with others in accurate spoken English is essential for the post.

We encourage applications from a diverse range of applicants.

Why The Learning Trust?



We think The Learning Trust is a great place to work

We are committed to building a supportive and inclusive organisation, where wellbeing is taken seriously and where everyone can do their best work and achieve their full potential.

Joining The Learning Trust means there are plenty of opportunities to progress your career and to work with supportive and inspiring colleagues and students who are willing and eager to learn.

There are a range of benefits including competitive salaries, enhanced family friendly policies and tailored professional development.

Our values are deeply embedded in all we do



Nurture • Ambition • Excellence

Benefits

- Cycle to work scheme
- Access to health and wellbeing support via our Employee Assistance Programme.
- A discounted gym membership with Brio Workfit Scheme
- Opportunities for training and further career development:
 - Trust Middle Leaders Development Programme
 - Lead Practitioner training and deployment
 - ECT Support Programme
- Onsite canteen facilities
- Free eye tests for DSE users
- Enhanced family friendly policies - including 2 weeks' paid paternity leave for all employees, plus flexible working policy to support work-life balance.
- Enhanced holiday entitlement and long service recognition: full-year, full-time, support staff receive 25 days holiday plus bank holidays, increasing to 30 days plus bank holidays after 5 years of service, pro-rata for part-time support staff.
- 37 hour per week for full time support staff.
- Our own Wellbeing and Work Reduction Charter
- Trust inset day
- Free Flu vaccinations

Pensions

The Trust operates two pension schemes for staff:

- The Teachers' Pension Scheme for Teaching Staff
- The Cheshire Local Government Pension Scheme for Support Staff

Flexible working

We accommodate flexible working patterns where possible, depending on the role, and we welcome open discussions regarding flexible working requests during the recruitment process.

Terms & Conditions

- The Burgundy Book is incorporated into the contracts of employment of all teachers in The Learning Trust.
- The Green Book is incorporated into the contracts of employments of all support staff in The Learning Trust.
- The Learning Trust honours continuous service, Redundancy Payments Continuity of Employment in Local Government, Modification Order 1999 (RPMO) within the education sector in regard to maternity, sickness, holiday pay and redundancy.

Timetable for the Appointment

CLOSING DATE
9.00am
Wednesday 21st October
2026

The selection committee will consider applications and candidates selected will be notified as soon as possible thereafter and provided with more detailed information including the necessary paperwork to bring to the interview.

The Interview

During the interview process the applicants will be assessed to determine how they fulfil the requirements of the post and this will include a consideration of the applicant's suitability to work with children.

If the applicant is shortlisted, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

How to Apply

In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please refrain from using "please see attached CV" when completing sections of the form).

You may wish to provide further information on a separate sheet where space is limited on the form. However, should you have a disability that prevents you from completing the online application form, please contact the Trust for advice.

Incomplete forms or a form containing gaps in the information provided may be returned for completion before it can be considered.

We encourage applications from a diverse range of applicants.

To apply for this post, please follow the link below to our website's vacancies page, then click on 'Apply Now' in the MyNewTerm section:

<https://www.tltrust.co.uk/join-us/>

If you have any recruitment queries, please contact: tlrecruitment@tltrust.co.uk

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

This job is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. Applicants must therefore disclose whether they have any previous convictions, whether or not they are spent.

Should an applicant have a criminal conviction, this will be discussed in confidence at interview. However only convictions that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure and Barring Service (DBS)

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.

This job is subject to an Enhanced disclosure which provides details of all convictions held on the Police National Computer, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists. There is an additional level of check which also includes a check on local police records.

A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure scheme can be found at <https://www.gov.uk/disclosure-barring-service>

A copy of the Trust's Safeguarding Policy can be found here: <https://www.tltrust.co.uk/our-trust/policies-and-documents.php>

Referees

References will only be sought for those candidates who are invited to attend for interview. Applicants should provide details of two referees on the Application form, one of whom must be your current or previous employer. These referees will be contacted prior to interview as part of the pre-appointment checks.

Evidence of Eligibility to Work in the UK

In accordance with the requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring original documents with you to the interview in the form of:

- A passport/national identity card confirming either British Citizenship or European Economic Area Nationality /or a valid work-permit to cover the role applied for or;
- A document from the Home Office confirming that you are allowed to work in the UK.

If you do not have any of the documents listed above you will need to discuss with the HR Administrator who will facilitate an alternative approach.

Verification of Educational/Professional Qualifications

You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for.

Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

Pre-Employment Health Declaration

All successful applicants upon offer of employment will be required to complete a pre-employment Health Declaration to ensure that they are both physically and mentally fit to carry out the role applied for. Health conditions should be declared to enable the consideration of reasonable adjustments.

Social Media Check

A social media check will be undertaken for all applicants who are selected for interview.

We welcome feedback on the quality and scope of our recruitment process.



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