**Post title:** Procurement & Contracts Officer

**Salary and grade:** NJC 28 to 31 (£36,648 - £39,186)

**FTE:** 37 hours permanent

**Line manager:** Head of Business Transformation

**Closing Date:** 4th November 2024 9am

**Interview Date:** 8th November 2024

**About the Trust**

Nexus Multi Academy Trust was founded in 2016 and has the highest ambitions possible for anyone and everyone we work with. The vision for Nexus is that we are constantly "Learning together, to be the best we can be".

Nexus Multi Academy Trust was awarded the Chartered Institute of Procurement & Supply (CIPS) – Procurement Excellence Standard Award in early 2024, this is a truly exciting time to join our procurement journey.

**Our Opportunity:**

We are seeking to appoint a talented and capable procurement professional to further support our procurement function.

We are seeking candidates who have the ability to:

* Prepare and deliver procurement processes on behalf of the MAT, identify frameworks and advertise tenders complying with the latest public procurement regulations
* Promote a culture of long-term best value, working collaboratively with our academies
* Implement the strategy and forward plan procurement activity to ensure a continuous compliant cycle of procurement

**Further information**

For an informal conversation about the vacancy, please contact Lana Stoyles, Head of Business Transformation lstoyles@nexusmat.org

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

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with schools and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check.

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.

Application forms can be found on our website.

Completed applications should be returned to **HR-enquiries@nexusmat.org**

All candidates are advised to refer to the job profile before making an application.

We reserve the right to close this vacancy early should we receive an overwhelming response.