

Position:	Procurement & Partnerships Officer
Hours and Salary:	NJC 19 to 23, Full Time – 37 hours, 52 weeks (Inclusive of the provisional 3.3% cost of living pay award)
School and Location:	Nexus Multi Academy Trust
Contract type:	Permanent, Full Time
Closing date:	6 th September 26
Shortlisting date:	7 th September 26
Interview date:	9 th September 26

About the Trust

This is an exciting opportunity to join an award winning Multi Academy Trust and be part of a welcoming and supportive team that serves amazing children and young people. Nexus Multi Academy Trust was founded in 2016, with 17 unique SEND and mainstream academies.

We are a growing, forward thinking and innovative Trust with a shared ethos, vision and values for a personalised child centred approach. We are committed and invested in "Learning together, to be the best we can be" and it is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.

Please see a copy of our most recent prospectus, for further information.

Our Opportunity

We are seeking to appoint a motivated and detail-oriented Procurement & Partnerships Officer to support procurement, partnership, and commercial activities across Nexus MAT, its partner Multi Academy Trusts, and organisations.

This role offers an excellent opportunity to contribute to the efficient and compliant delivery of procurement and commercial services, not only within Nexus MAT, but also on behalf of partner MATs and clients who rely on us to deliver high-quality, value-for-money procurement support.

Working within the central team, the postholder will source and engage suppliers, negotiate to secure value for money, and manage contracts on behalf of Nexus MAT and partner organisations. A key part of the role will be supporting other MATs and partners, ensuring they receive a professional, responsive, and customer-focused procurement service.

This is a growing team, and we are committed to investing in our people. The successful candidate will benefit from tailored training and development opportunities, including support towards a CIPS qualification, helping you to build your expertise and progress your career in procurement. If you are an organised and commercially aware professional looking for a role where your skills will make a real difference to the lives of children and young people, we would love to hear from you.

What you can expect from us

Wellbeing – Pay – Careers and Training – Annual Leave and Flexibility

- ✓ Access to free wellbeing support resources including counselling, medical and legal advice and an option to top up to private healthcare via corporate membership of a healthcare plan.
- ✓ Access to discount schemes for savings with high street retailers, restaurants, activities and lifestyle services
- ✓ Auto enrolment into a leading pension scheme with Teachers Pension Scheme or Local Government Pension Scheme
- ✓ Access to extensive and tailored career pathways, CPD programmes, training and coaching giving you the opportunity to grow and develop your career
- ✓ An Induction package to help you settle in and approach your role with confidence and enthusiasm
- ✓ The ability to contribute to and share quality practice with other professional TAs, Teachers and the wider team
- ✓ Internal opportunities across the Trust academies and to work with specialised leaders in education on nationally recognised projects
- ✓ Flexible working policies
- ✓ Cycle to Work Scheme
- ✓ Annual leave increases based on length of service plus bank holidays for support staff

To apply

If you're interested in this role and wish to apply, please visit the Nexus MAT website to download an application form. Once on the Nexus MAT website, select the Joining Us – Careers section, click on the position you wish to apply for, and the application can be found at the bottom of the page. Completed applications to be sent 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 advertisement early should we receive a high volume of suitable applications.

Further information

For an informal and confidential conversation about the role, please contact Lana Stoyles, Executive Director of Transformation lstoyles@nexusmat.org

Further information can be found on our school website [Nexus Multi Academy Trust | Learning together, to be the best we can be](https://www.nexusmat.org/learning-together-to-be-the-best-we-can-be)

Nexus Multi Academy Trust is committed to safeguarding and protecting 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 children and young people. If successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and 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

Privacy Notice (Job Applicants)

We are committed to protecting your personal data and handling it responsibly. The information you provide on this application form will be used solely for recruitment and selection purposes, to assess your suitability for the role, and to communicate with you about your application.

Your data will be processed in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will only share your information where necessary and will retain it only for as long as required for recruitment purposes.

For full details on how we collect, use, store, and protect your personal data, including your rights as a data subject, please refer to our full Privacy Notice available on our website