JOB TITLE: Procurement Manager

LOCATION: Bolton (Hybrid)

REPORTS TO: Commercial Director

ACCOUNTABLE TO: Commercial Director

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**About Us**

At Outcomes First Group, we believe every child can thrive when given the right environment for success. As one of the world’s leading providers in our sector, we deliver exceptional, research-led education tailored to each individual, with smaller class sizes and personalised learning plans.

Our vision is to empower every child with a world-class education that nurtures potential and inspires lifelong learning. Our mission is to unlock that potential through personalised learning and opportunity. And our promise is simple: we listen, we work together, and we are accountable to one another to make the remarkable happen.

**Job Purpose**

As Procurement Manager, you will lead the procurement function across multiple categories including infrastructure, fleet management, and operational resources. You will be responsible for ensuring procurement activities meet high standards of quality, compliance, sustainability and cost-effectiveness, while aligning with strategic growth objectives.

**Key Stakeholders**

* Finance Team
* Property Team
* IT Team
* OFG Sites
* External suppliers

**Key Responsibilities**

* Lead, plan, and coordinate procurement exercises across the business in a cost-effective and efficient way.
* Lead procurement for new site openings, including sourcing of, equipment, energy, and vehicles.
* Manage and develop the procurement team, providing leadership, guidance, and support to ensure high performance and continuous improvement.
* Ensure all procurement processes adhere to internal policies and external regulatory requirements.
* Monitor supplier performance and ensure delivery of goods and services meets quality standards.
* Carry out due diligence checks on suppliers to ensure compliance, sustainability and quality standards.
* Maintain supplier databases, contracts registers, and succession planning strategies.
* Oversee tenders, price reviews, and onboarding of new suppliers.
* Collaborate with internal stakeholders to forecast needs and align procurement with operational plans.
* Management of the whole fleet including ordering of new vehicles, on-going support and vehicle de-fleet and reallocation processes.
* Management of procurement reports to track suppliers and costs
* Negotiate supplier contracts, ensuring favourable terms and value for money.
* Provide a customer-focused procurement service, handling supplier complaints and disputes effectively.

**Experience, Skills & Qualifications**

**Essential:**

* Proven experience in procurement management, ideally within education, healthcare, or multi-site operations.
* Strong understanding of compliance frameworks, quality assurance, and sustainability requirements in procurement.
* Strong commercial acumen and negotiation skills.
* Ability to manage multiple projects and priorities.
* Excellent stakeholder engagement and communication skills.
* Familiarity with procurement systems and compliance frameworks.
* Strong analytical skills with the ability to interpret data and drive decisions.
* Commercial acumen and a track record of achieving cost efficiencies.

**Standard Responsibilities**

All employees, regardless of role or seniority within Outcomes First Group, are expected to:

* Participate in the annual performance review programme.
* Work at all times in line with Outcomes First Group policies, procedures, and statutory regulations.
* Maintain confidentiality appropriate to the role.
* Comply with Health and Safety Regulations to protect their own wellbeing and that of colleagues.
* Uphold the Group’s commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
* Undertake any other duties reasonably assigned.