



The Cam Academy Trust
West Street
Comberton
Cambridgeshire
CB23 7DU

Tel: 07912 269347
Email: ttull@catrust.co.uk
Website: www.catrust.co.uk

Procurement Officer
Grade 6, Point 18-22 £24,313 - £26,317
37 hours per week/52 week contract
Required – ASAP

The Cam Academy Trust is seeking an experienced Procurement Officer to support the organisation by managing its procurement activities. This would include working collaboratively with relevant managers in the development and effective operation of procurement systems and ensuring compliance with all relevant international, national and local legislation and Trust policies.

The postholder will be involved in all aspects of procurement, ranging from small-scale projects to major phase developments. You will work closely with the Director of Finance & Operations, Trust Facilities Manager and school site staff at all stages of any project, from understanding what equipment/supplies are needed to ensure a safe and welcoming environment to checking pricing structures, delivery dates and payment schedules. This role would suit someone who is organised and has a keen interest in procurement, is focussed on details and is good at sharing information. A focus on ensuring that the Trust receives the best prices, value for money and works well with suppliers is vital.

To apply for this position please submit an application form and covering letter to Mr Norman c/o Mrs T Tull, HR Manager, via email on ttull@catrust.co.uk by midday on Monday 2 March 2020. Interviews will be conducted week commencing Monday 9 March.

The Cam 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. Successful candidates will be subject to an enhanced DBS check, barred list check and a medical questionnaire.