

Operations Lead – Procurement and Projects

Derby Diocesan Academy Trust Central Team

Closing date: Sunday 27th September 2026

Interview date: w/c 5th October 2026 (date to be confirmed)

DDAT Grade 14, Pay Points 46-50 (£57,867.00- £62,636.00 FTE)

Hybrid working



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Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Joining DDAT as Operations Lead Projects & Procurement – driving strategic procurement and project excellence across our Trust.

We are excited to be advertising this new role to work as an integral part of our Central Team. We are a growing Trust looking to support potential new builds as well as new schools joining. Our existing estate includes a wide variety of size and age of building; we are supporting these schools to maximise the quality of the environment for the benefit of our pupils and workforce as well as developing our geographic hubs of schools across Derbyshire. A recent move to single management information system across our primaries, and the introduction of new finance and HR systems has provided greater consistency and efficiencies for our schools. Several other systems are coming online, and we see this postholder making a significant contribution to the next stage of the Trust's journey.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all across our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)

Sarah



Working for DDAT

Governance

DDAT values local accountability through a Local Trust Committee. In the circumstances where a school is less than good, DDAT will take responsibility for governance and work to quickly rebuild the capacity of leaders at all levels so that the school regains aligned autonomy.

Curriculum

All DDAT schools follow the National Curriculum and supplement it with a vast range of extra-curricular activities which bring learning to life for all pupils.

Terms and Conditions

DDAT aims to ensure consistency of terms and conditions at the time of conversion and also for new staff joining after conversion. As such all staff should be treated no less favourably than they would within a LA school whilst working for DDAT.

External Partners

DDAT works closely with external partners such as Local Authorities, Universities and other Trusts. DDAT broker support across church and community schools and purchase services from a range of providers, including the LA, in the best interest of the school. DDAT encourages full involvement with other schools and regional initiatives.

Support

DDAT provides business, legal, finance, building, HR and governance support through a hub team. Our schools are only one call away from the help they need.

School Improvement

All schools receive a minimum of six visits per year from one of our own team of school improvement professionals. All of our own team undertaking these minimum visits have experience as Head Teacher, Local Authority Adviser/Partner and Inspector on behalf of Ofsted. Additional school-school and system-wide support is actively encouraged with other DDAT schools, the diocese, one of our many partners, or a proven partner identified by the school. Our diocesan team also includes people with considerable experience of Church school inspection.

Continuous professional development (CPD)

DDAT believe that all staff should continue to grow as professionals and as people. Our ethos of working to fulfil every individual's potential applies to staff as well as to pupils.

DDAT staff are involved in a continuing process of improvement and we are committed to fostering a positive belief and practice in continuous learning. Continuing Professional Development (CPD) is an important way of motivating and developing our staff and a carefully planned programme of DDAT CPD improves standards, raises morale and assists with recruitment, retention and succession planning.

All those involved in our school community will have an entitlement to equality of access to high-quality induction and continuing professional development. The focus of DDAT CPD is on improving standards and the quality of teaching and learning.

To see our current CPD opportunities visit: [Upcoming Events – DDAT](#)

DDAT aspire to be the employer of choice for our staff. The diocese has high aspirations for our schools and the pupils in their care as evident in our vision. For more information about DDAT and working in our diocese please visit:

- [Derby Diocesan Board of Education \(anglican.org\)](#)
- [Home - DDAT](#)

Employee benefits

- An opportunity to work as part of a supportive team and empower you to further develop the Trust.
- A competitive salary and Local Government Pension Scheme contributions. Opportunity for Salary Sacrifice Shared Cost Additional Voluntary Contributions (AVCs).
- A generous annual leave entitlement.
- Ongoing high quality professional development opportunities.
- Hybrid working with the opportunity to work from the office in Bakewell, home and the DDAT schools across the Trust.
- Benefits including but not limited to; Free onsite parking at Bakewell Head Office, Cycle to Work Scheme, free eye tests and a contribution towards a pair of glasses for employees using VDU's, Employee Assistance Programme & an opportunity to work flexibly.

Job Description

Role of the Operations Lead – Procurement and Projects

Job Title	Operations Lead – Procurement and Projects
Reporting to	Chief Operating Officer
Hours	Full Time, 40 hours per week 52 weeks per year, hybrid working
Salary	DDAT Grade 14, Pay Points 46-50 (£57,867.00- £62,636.00 FTE)

Core Purpose:

Derby Diocesan Academy Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Purpose of this role:

We are seeking a highly skilled and motivated Operations Lead to oversee our Project Management and Procurement functions. The Operations Lead role reports directly to the Chief Operating Officer and will contribute to the strategic direction and development of Derby Diocesan Academy Trust. The ideal candidate will have a strong background in project management, and procurement processes. This role is crucial for ensuring the smooth operation and continuous improvement of DDAT's procurement and project activities. As a key member of staff in the central team, you will also be expected to be heavily involved in the whole range of issues that could impact on the Trust's mission and vision which are underpinned by the Trust's values.

Key Responsibilities:

Data Protection:

- Work with the COO in dealing with GDPR (General Data Protection Regulation) training, breaches, SAR (Subject Access Request) and FOI requests and liaise with the external DP team when needed.

Project Management:

- Lead and manage multiple projects from initiation to completion, ensuring they are delivered on time, within scope, and within budget with the support of the Senior Operations Officers.
- Responsibility for the line management, training, and further development of Senior Operations Officers.
- Develop detailed project plans, allocate resources effectively, and monitor project progress to ensure milestones are met.

- Identify and mitigate project risks and issues through proactive planning and problem-solving. Highlighting any issues to the COO to feed into the risk register.
- Facilitate project meetings, provide regular updates to stakeholders, and ensure clear communication throughout the project lifecycle.
- Ensure project documentation is complete, accurate, and remains up-to-date, including project plans, status reports, and post-project evaluations.
- Implement project management best practices and methodologies to improve project outcomes and efficiency.

Procurement:

- Develop and implement procurement strategies to ensure cost-effective purchasing of goods and services while maintaining quality standards across the Trust.
- Manage vendor relationships, negotiate contracts, and ensure suppliers meet performance expectations. Highlight any issues to the COO.
- In collaboration with the wider central team, ensure compliance with procurement policies, regulations, and ethical standards.
- Conduct market research to identify potential suppliers, evaluate their offerings, and make informed purchasing decisions.
- Monitor and evaluate supplier performance to ensure quality, sustainability, reliability, and timely delivery of goods and services.
- Maintain accurate records of procurement activities, transactions, and supplier agreements in order to ensure compliance.

Data Protection:

- Work with the COO in dealing with GDPR (General Data Protection Regulation) training, breaches, SAR (Subject Access Request) and FOI requests and liaise with the external DP team when needed.

Other responsibilities within the Operations area of responsibility:

- Safeguarding the organisation and its schools in the event of major incidents or disasters.
- Ensure appropriate safeguarding systems are in place under both child KCSIE (Keeping Children Safe in Education) and data protection legislation.
- Provide support to the COO for insurance matters including claim submissions, investigations and legal challenges in relation to procurement and general operation queries.
- Work in collaboration with the finance team to ensure that the asset management plan is affordable.
- Develop a strategic plan for streamlining services within all academies across the Trust.

- Provide strategic support and guidance to all stakeholders in terms of Procurement and Project Management, including Business Continuity Planning at academy and Trust level.
- Support the operational delivery of Trust wide events including Trust Conferences and Training.
- Any other duties that are reasonably required by DDAT.

Employees will be expected to comply with any reasonable request from the CEO/COO to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.

Person Specification

Operations Lead – Procurement and Projects

Essential	Desirable
Qualifications / Training - Significant knowledge and experience of procurement and managing projects. Knowledge / Skills - Working knowledge of relevant policies/ practices and external regulations - Extensive knowledge of legislation linked to Procurement e.g. public sector procurement - Ability to work constructively as part of a team - Ability to work under pressure - Ability to work using own initiative - Good communication skills - Good interpersonal skills - Good organising, planning and prioritising skills - Methodical with a good attention to detail - Experience in change management and process improvement initiatives to drive organisational efficiency.	Qualifications / Training - Bachelor's degree in project management, or a related field. Experience - Considerable senior experience in a similar role. - Highly effective commercial acumen and a successful track record of managing Procurement and Project Management aspects of a complex multi-site organisation. - Certification in project management (e.g., PMP, PRINCE2). - Experience with procurement software and tools, as well as project management software.
Behavioural Attributes - Commitment to safeguarding - Customer focused - Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect - Open, honest and an active listener - Takes responsibility and accountability - Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service - Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations - Is committed to the provision and improvement of quality service provision - Is adaptable to change/embraces and welcomes change. - Acts with pace and urgency being energetic, enthusiastic and decisive - Has the ability to learn from experiences and challenges - Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas,	

seeking new opportunities and challenges, open to ideas and developing new skills	
Additional Requirements • Flexibility • Willingness to contribute to the wider ethos of the Trust	• Experience of working with Trustees
Other • Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010	

Terms and Conditions

The post has the option of hybrid working with face to face working at our Bakewell Central Office. The post-holder may be required to work at any other centre where DDAT business is conducted.

This post requires the ability to travel and work directly with academies in the Trust and therefore requires a full current UK/European Driving licence with access to private transport which can be used for business purpose.

This post requires a reasonable level of flexibility to work occasional evenings, or early morning starts to support the needs of the trust.

An Enhanced DBS is required for this post.

If you have any questions about this post, please contact the HR team via email at hr@ddat.org.uk. For more detailed discussions, a call with the CEO can be facilitated.

Guidance on the Appointment Process

These notes are intended to guide you when making an application for a post within DDAT.

The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.

Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

Education and Training

Please state your qualifications and any training you have undertaken relevant to the post.

Current employment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

Feedback Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

Arrangements for Applications

When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time.