

Job Description: Contracts Officer

Reports to: Contracts Manager

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £25,000 per annum

About the role:

As a key member of the Procurement and Contracts Team at Ark Central, you will undertake a range of responsibilities to support the delivery of Ark Schools' procurement strategy. This varied and busy administerial role will involve supporting on all contract matters, taking the lead on communications with internal and external stakeholders, and providing commercial support and guidance to frontline operational staff in schools.

Responsibilities and Duties:

- Supporting the Contracts Manager with contract review meetings, scheduling meeting times and preparing meeting papers
- Owning and managing the relationship between Ark Central and frontline Operational staff within schools. Compiling feedback from both Central and Schools and ensuring necessary action is taken
- Monitoring and reviewing performance reports, supplier KPIs, obligations and commitments regularly to ensure they adhere to agreed requirements
- Using administerial skills to maintain a comprehensive filing system for managing contracts, ensuring records and progress reports are up-to-date at all times
- Maintaining the Contracts Register to ensure all data is carefully recorded and renewal dates are actioned in a timely manner
- Ensuring that Ark Procurement Intranet is subject to continuous improvement and kept up-to-date in line with contract updates and best practice
- Supporting the team with ad hoc tasks and requirements.

Training

- Training will be offered on all key software packages.

Person Specification: Contracts Officer

Knowledge and Experience:

- Strong administrative and organisational skills with meticulous attention to detail
- Excellent written and verbal communication skills and strong interpersonal skills
- Ability to work methodically and multi-task
- Ability to manage workload, meet deadlines and prioritise time effectively
- IT Literate; proficient with Microsoft Office applications, especially Word and Excel

Behaviours:

- Positive, motivated, and tenacious
- Ability and willingness to learn and develop new skills
- Confident communicator who enjoys working with others
- Professional attitude and ability to handle confidential and personal information with discretion
- Committed and generous team worker, for whom going above and beyond expectations for their colleagues is second nature
- A self-starter with a flexible approach to work and willingness to do whatever it takes
- Demonstrates resilience, motivation and commitment to driving up standards of work
- Enjoys working under pressure and able to /willing to take personal accountability for delivery of goals

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people; all successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please [click here](#) to learn more.