

Information Pack for Applicants Procurement and Contracts Officer



Minerva
Learning Trust

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Trust will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



Minerva
Learning Trust

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.



Section 1: Post Advertisement

Post: Procurement and Contracts Officer
Location: Minerva Learning Trust Central Office
Pay scale: NJC Grade 7, Point 27: £35,745 to Point 31: £39,186 gross per annum (pay award pending)
Contract: Full time, Permanent (37 hours x 52 weeks)
Start date: September 2024 or as soon as possible

Minerva Learning Trust is an expanding Sheffield based Multi Academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost. The Trust employs just under 800 staff across our schools and central services, and we are committed to providing career opportunities and professional development which allows people to make a positive contribution to the delivery of our vision.

We are looking to recruit a Procurement and Contracts Officer to join our Trust central team, based in the Central Office at Sheffield Business Park in Tinsley, Sheffield, with a requirement to travel to the schools in the Trust on a regular basis. This is an exciting opportunity for someone who is keen to use their skills, knowledge and experience to support the next phase of expansion of our Trust and make a difference across a group of schools. You will be joining a supportive team of colleagues and will make a significant contribution to the life chances of nearly 8,000 young people.

You will need experience of leading on procurement activity and monitoring and evaluating contracts, ideally within the public sector/education, and must be committed to providing an exceptional service to our family of schools.

We are looking for someone who:

- Is experienced in buying and procurement and has knowledge and understanding of procurement regulations, legislation and processes to ensure compliance
- Can monitor and manage contracts, liaising with colleagues across the organisation to ensure appropriate feedback and quality assurance is undertaken
- Can effectively contribute to the Trust's procurement strategy and lead on the delivery of the agreed action plan
- Can produce appropriate reports in liaison with your line manager to inform the executive of performance against the action plan
- May hold a procurement and contract management accreditation/qualification e.g. CIPS
- Can actively engage with the market to ensure that the Trust drives value for money
- Will effectively contribute to the operations team, showing a flexible and supportive approach

In return the successful candidate will:

- Be a member of the Trust Central Team and join a strong and dynamic team of professionals across our organisation
- Receive access to a range of professional development opportunities and appropriate apprenticeship levy funded programmes
- Have access to the local government pension scheme and terms and conditions aligned to the National Joint Council for Local Government Services
- Have access to support through our staff wellbeing charter and employee assistance programme

Candidates can find out more about the Trust and our schools via the Trust website www.minervalearningtrust.co.uk Candidates can have an informal discussion about the role with Adele France, Chief Finance and Operations Officer. Arrangements for this can be made by contacting via e-mail: hr@minervalearningtrust.co.uk

The closing date is 9am on Monday 26 August 2024 and interviews will take place on Wednesday 11 September 2024.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](http://www.minervalearningtrust.co.uk). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence. Further information is available by contacting Eve Allen, HR and Payroll Assistant via eallen@central-MLT.co.uk

The application form and information pack is available on the Trust website www.minervalearningtrust.co.uk
Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy as your application will not be considered.

Section 2: Letter from the Chief Executive - Bev Matthews

Dear Candidate,

Thank you for taking the time to consider our vacancy for Procurement and Contracts Officer within Minerva Learning Trust.

Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-2018 the Trust brought together four secondary schools to create a new partnership which will support the teaching and learning of around 5000 pupils. In 2021 we were joined by Chapeltown Academy which will enhance the post-16 provision within the north of the city and by Woodthorpe Community Primary School who are the first primary school to join our Trust. In 2024, our Trust will grow even further as we merge with Cavendish Learning Trust.


As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Working Together, Learning Together and Outstanding Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The role of Procurement and Contracts Officer presents an exciting opportunity to join our Trust and contribute to the development and delivery of our procurement strategy. The role would suit someone who is looking for the next step in their career and is committed to their development in this role.

If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: About our Trust

Who We Are

Minerva Learning Trust is an educational charity that has the single objective 'to advance education for public benefit'. As such:

- The Trust is legally accountable for the education of every child, the professional performance of every employee and the health and safety of the working environment
- The workforce is a single "faculty of education" who work together even though their places of work are located on different school sites
- The Board of Trustees, who are appointed by the members are the governing body of the Trust. Every other governance group is a sub-committee, including Local Governing Bodies
- The CEO is the Accountable Officer

The Trust was established in October 2014. Our vision is to provide outstanding education for students who are from a wide variety of backgrounds across the city of Sheffield.

The Trust is an expanding Sheffield based Multi Academy Trust with a vision of providing outstanding education for all the students within our schools. During 2017/2018 the Trust brought together four secondary schools to create a new partnership which supports the teaching and learning of around 5,500 students.

In September 2020, Chapeltown Academy converted to academy status with Minerva, this has enhanced the post-16 provision within the Trust in the north of the city. In addition, September 2021, Woodthorpe Community Primary became the first primary school to join our Trust as we begin an exciting expansion into the primary phase.

We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Minerva Learning Trust is led by Bev Matthews, Chief Executive Officer and John Doyle, Chair of the Trust Board. Bev is an experienced Headteacher and School Improvement leader. John is a highly experienced leader in Education and has a wide range of governance experience.

The Trust employs just under 800 staff across our schools and central services and we are committed to providing career opportunities and professional development which allows people to make a positive contribution to the delivery of our vision.

What We Do

Our aim is to deliver an outstanding education for all students, staff and stakeholders.

We do this through an ethos of collegiality, placing students at the centre of all that we do. We are an inclusive Trust; our students show a high level of care for each other and respect each other's diversity. We do not allow disadvantage to be a barrier to learning and we support all our students to be the very best.

Why We Exist

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Working Together, Learning Together and Outstanding Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do, and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected, and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

Our Mission, Vision, Values and Beliefs

Our Mission, Vision and Values

OUR MISSION

To provide an outstanding education for students, staff and stakeholders within the Trust.

OUR VISION

Our mission is underpinned by our vision that we are 'Stronger Together' by:

'Working Together'

Our students, staff and stakeholders work in partnership to maximise attainment and achievement and create successful and confident citizens.

'Learning Together'

Our students, staff and stakeholders learn collaboratively with each other to develop a highly skilled workforce which impacts positively on students' life chances.

'Outstanding Together'

Our students, staff and stakeholders work tirelessly, effectively, and efficiently to develop an outstanding quality of education in all our schools.

OUR VALUES

Our values underpin all of the work that we do and all of the decisions that we make.

Inclusion

We place the needs of our students at the heart of everything we do and we all support and encourage each other

Independence

We promote and support strong leadership within our students, staff and stakeholders and we are all accountable for each other

Respect

We recognise and appreciate the diverse qualities of our students, schools and stakeholders and we all care for each other.

Success

We celebrate and communicate our successes, share good practice and we all promote a culture of continuously learning from each other

OUR BELIEFS

- We believe that we will have a significant impact on young people in Sheffield by providing outstanding provision.
- We believe that we can empower existing and aspiring leaders to drive school improvement.
- We believe that through a quality education we can support students to be successful in life after school and to positively contribute to society.
- We believe that a child's background and circumstances should not pre-determine their future.
- We believe that we can enrich the learning experience for all our students by providing aspirational opportunity beyond the classroom.

Our Schools

Minerva Learning Trust is one of the largest Multi Academy Trusts in Sheffield with over 5,000 students. We are very proud of all our schools. Each school serves a very different community within Sheffield, which contributes toward the inclusive nature of the Trust and is something we are very proud of.

The benefits of this means that we have schools in close proximity to each other which provides huge opportunities for staff and students alike to work with and learn from each other. No school is seen as the lead school and every school within the Trust is expected to be a 'giver' and 'receiver' of support.

We have a shared set of values and a common mission which ensures that every child receives the education they deserve. Each school within the Trust retains its cultural autonomy but we work together to ensure best practice becomes shared practice.

Each of our schools is led by a Headteacher with a Senior Leadership Team of Deputy and Assistant Headteachers. Headteachers are responsible for the overall success of the school and for developing a professional and effective working relationship with the Local Governing Body.



Schools within our Trust are listed below, alongside an overview of their context

Academy	Age range	Pupil Admission Number
Chapelton Academy	16-19	300
Ecclesfield School	11-16	1750
Handsworth Grange	11-16	1025
High Storrs School	11-18	1650
Stocksbridge High School	11-16	900
Woodthorpe Community Primary School	3-11	455

Section 4: Valuing our Staff

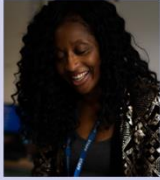
Why Choose to Work for Minerva Learning Trust?

The Trust recognises that the commitment and care shown by all our people are fundamental to the success of our young people and we promise our staff that they will be supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment.

Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

Wellbeing Charter

Alongside students, our staff are our most important asset, and we are committed to being an employer of choice across our region. A happy and healthy workforce is vital for the success of our students and we are developing our approaches to staff wellbeing. The charter below gives a flavour of our thinking and direction of travel toward ensuring our Trust is a great place to work.

Emotional Pillar	Social Pillar		Financial Pillar
<p>An employee assistance programme with a confidential helpline that any member of staff can ring for support at any time.</p> <p>Swift referrals to Counselling support and services and bespoke paid support for colleagues who are particularly struggling.</p> <p>Workload Impact Assessment of new policies to ensure that they are manageable and reasonable.</p> <p>Work-life Balance Policy and Charter which ensures staff are able to manage their workload.</p> <p>Job opportunities shared across the Trust.</p> <p>CPD and networks for teachers and support staff.</p> <p>Staff voice including an annual Trust-wide survey.</p> <p>Supportive arrangements including induction for new staff.</p> <p>Open door policies for SLT.</p> <p>Line manager support through regular 1:1 and team meetings.</p> <p>Clear expectations for all staff (e.g. Code of Conduct and professional standards).</p> <p>Access to onsite Mental Health First Aiders.</p> <p>An MLT Wellbeing ROUTES CPD programme.</p>	<p>Supportive policies (e.g. flexible working, maternity, paternity, shared parental leave, KIT days and leave of absence).</p> <p>CPD and networks for teachers and support staff.</p> <p>Working partnerships with local and regional union representatives.</p> <p>Approaches across the Trust to celebrate staff as individuals and as a team.</p> <p>Careful planning of meetings calendars and INSET time to allow staff to meet whilst maintaining a reasonable work-life balance</p> <p>Designated social spaces in each school to allow time for rest and reflection.</p> <p>A designated Wellbeing Working Group in each school.</p> <p>A clear Equality Statement and community that is proactive in supporting diversity and inclusion.</p> <p>A commitment to collect, analyse and respond to exit interview findings.</p> <p>Dedicated mentoring support for NQTs and a buddy system for all new staff.</p> <p>Access to coaching support as part of the Trust's professional development programme.</p>	<h3>Physical Pillar</h3> <p>Supportive policies (e.g. work-life balance, flexible working, time off for medical screening and hospital appointments, reasonable adjustments, support for specific issues such as menopause, dementia, cancer, disabilities).</p> <p>Occupational Health referrals.</p> <p>Wellbeing sessions for staff (when and where appropriate) and access to resources such as gyms.</p> <p>Estates management across the Trust to ensure that all staff experience a warm, safe and healthy environment.</p> <p>Support for the Cycle to Work Scheme.</p> <p>Individual Risk Assessments for staff facing challenges.</p> <p>Wellbeing initiatives include cross Trust events.</p> <p>A commitment to review workload regularly and make changes where possible.</p> <p>Access to free eye tests for routine users of Display Screen Equipment.</p>	<h3>Financial Pillar</h3> <p>Support for courses to prepare for retirement.</p> <p>Access to enrolment in a defined benefit Pension Scheme (TPS or LGPS).</p> <p>Access to pensions advice and additional voluntary contributions.</p> <p>Ensuring that redundancies are a last resort when budgets necessitate changes.</p> <p>Transparent and clear pay progression policies and collective bargaining with Trade Union colleagues in respect of national and local agreements.</p> <p>Support for the childcare voucher scheme for eligible employees.</p> <p>Employer rate and arrangements for deduction from employee s pay through payroll for health care e.g. Westfield Health.</p> 

Workload Charter

Our Workload Charter sets out our commitment and offer to support the workload and work/life balance of our staff.

Culture Matters

We all have a responsibility to manage our own workload and that of others. Line management meetings exist to discuss concerns and find solutions.

Line Managers are encouraged to ensure fairness across teams of the delegation of tasks and workload.

The need for change is well planned for and effectively communicated to key stakeholders. Training and time is allocated to ensure that the change is successful.

The Trust / School Calendar is planned with workload in mind and the timing of tasks and projects are adjusted during busy periods.

Opportunities are provided and time is given to support school-school collaboration and reduce the replication of effort.

Research-informed teaching methods are embraced. Staff are empowered to deliver learning that meets the needs of our students in line with teaching and learning principles.

Additional provision is strategically planned for revision sessions with an identified need in mind.

Our schools are calm and safe places to work and learn. A strong behaviour policy is in place in all schools which is consistently applied. Staff, parents and students are aware of the policy and expectations.

TIME Matters

No expectation of staff to respond to emails outside working hours. Except relating to serious safeguarding or other matters.

Staff are encouraged to set an 'Out of Office' and to not access emails outside of their working hours.

Restrictions are set on who can send whole staff Trust and school emails.

Data collections are kept to a maximum of three data drops per year group in any one given academic year. Meeting time is allocated so staff can accurately analyse and discuss.

Student assessments are strategically planned for the academic year to allow time for effective marking and feedback.

Responsive teaching and live feedback are utilised to provide guided instruction and identify common misconceptions so that gaps are quickly closed.

Schools do not roll over the timetable during the second half of the Summer Term, this time is used to work on core priorities and vital staff training.

Duties, including detentions, are shared equally amongst staff.

Meetings start and finish on time with well-structured agenda and, staff should not feel pressured to stay late.

PPA will be distributed throughout the working week to allow time for colleagues to plan and prepare throughout.

CPD Matters

Department time is prioritised and focuses upon sharing expertise, distributing workload and enhancing knowledge.

Inset and twilights are strategically mapped to the strategic objectives of the school and the professional development needs of staff.

The Performance Development Reviews focus upon how staff feel about their current role, how they would like their role to evolve, their career aspirations and any CPD needs that they have.

All staff are given equal access to the Trust ROUTES CPD programme and coaching and mentoring provision. Staff are supported to undertake this during the school day.

Department development time during the last term of the year to support strategic planning and development for the year ahead.

CPD time for strategies to manage workload and how to manage what we expect from ourselves.



Communication Matters

Weekly staff bulletins for key messages to decrease the amount of email traffic from different personnel.

Briefings focus on training staff and sharing key/important messages.

Consultative Forums for staff to raise issues/ or concerns; especially where any significant change is planned.

Capture staff voice on workload.

Regular meetings with Union representatives to ensure that all is well across the school.

Meet the needs of family life, ensuring emotional and family wellbeing is supported.

Trust Wellbeing Ambassadors in every school/team who champion all workforce developments.

Wellbeing Committees within each school/team encourage to monitor and discuss workload issues.



Continuous Professional Development (CPD)

The professional development of staff, including opportunities for research, is a key priority of the Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of everyone who works with us. We believe in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

Access to our internal ROUTES CPD programme, Minerva Leaders of Education Coaching Programme, leadership training, coaching, mentoring, external CPD programmes, ECT training, ITT development, apprenticeships, networking opportunities and access to external courses are just a taster of the wide range of opportunities on offer to all our staff. Our strong collaborative community networks for Headteachers, senior leaders, subject leaders and variety of support staff roles support the culture of collaborative generosity and sharing of good practice across our organisation.

As a Trust we strongly believe in the power of growing our own leaders and the importance of succession planning and talent management. Many leaders within our organisation have been developed through this route.

This is underpinned by our new approach to Performance Development Reviews, rather than Performance Management, which supports a move away from performance related pay to one which focuses upon the personal and professional developments needs of all individuals to ensure the best possible outcomes for all our young people.

Occupational Health Support and Counselling

The Trust accesses Occupational Health services via Indus Occupational Health and Counselling services via Collins Donnelly Consultancy and Zurich Municipal. Further support can be provided based on individual assessments of need and agreed reasonable adjustments.

DSE Eye Tests

Staff who work with Display Screen Equipment (DSE) continuously and intensively for more than one hour per day on most days as a significant part of their normal day to day work can access pre-paid eye examination vouchers, which they can use at Specsavers.

Pension Schemes

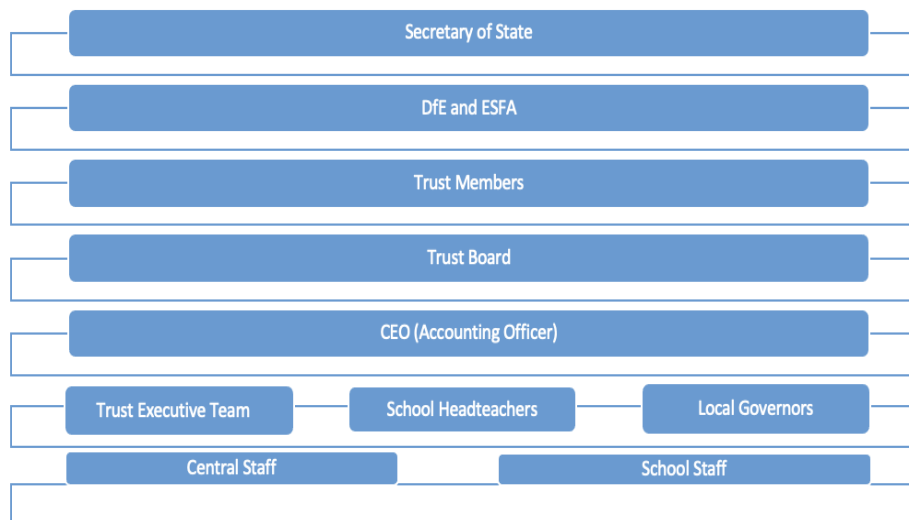
All employees of the Trust are automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pensions Scheme (LGPS). Further information and terms and conditions can be found on their websites.

Salary Sacrifice Schemes

Employees of the Trust can access the Government's Cycle to Work Scheme, which offers the opportunity to buy cycles and cycling equipment. Further information can be made available upon request.

Section 5: Governance and Leadership Structure

The diagram below illustrates lines of accountability within all Multi Academy Trusts:



Members

Minerva Learning Trust has four Members. Members are from a range of professional backgrounds including education, finance and legal services.

The Members have a role akin to shareholders. Founding Members are signatories to the Articles of association. They have the power to amend the Trust’s Articles, receive the annual accounts and appoint Trustees.

The Members meet twice yearly, including the Annual General Meeting. Details of the Trust’s Members can be found on the Trust’s website www.minervalearningtrust.co.uk

Minerva Learning Trust - Members

Kabier Aslam	John Bowers	David Burkinshaw	Sam Twiselton	Janet Pike
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Trustees/Directors

The Trust is overseen by a Board of Trustees, currently consisting of eight. Trustees are responsible for governing and exercising all of the powers of the Trust, including:

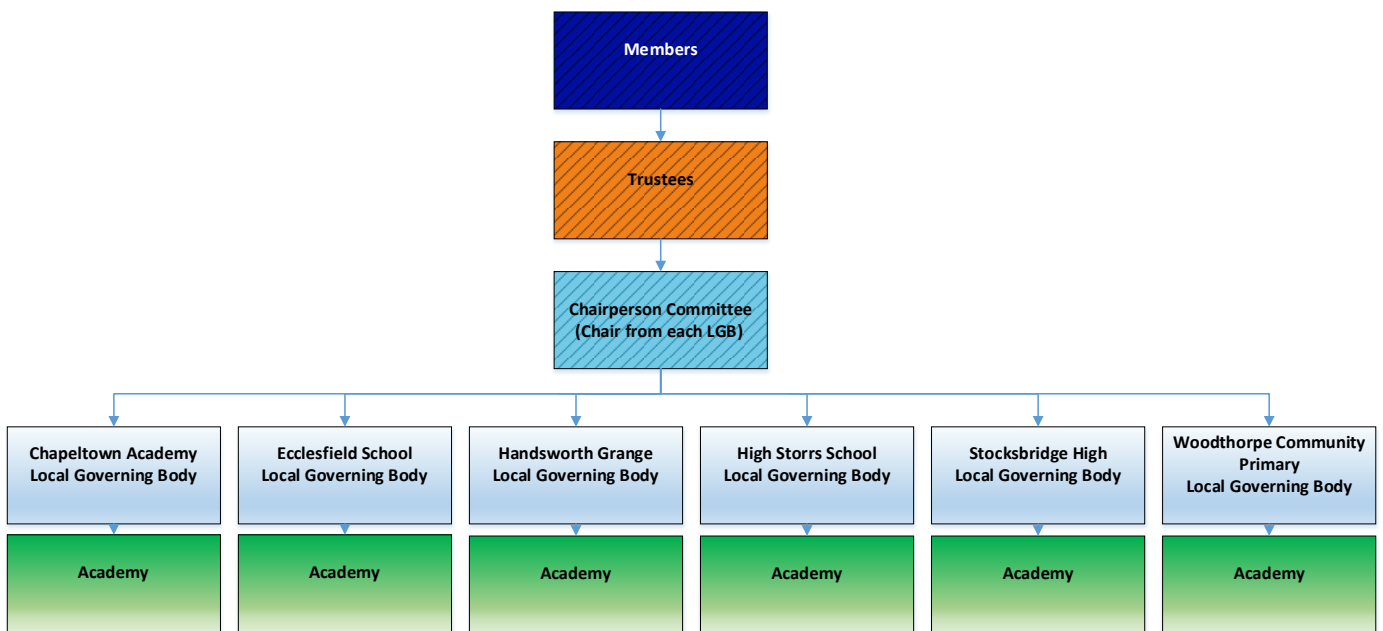
- Ensuring clarity of vision, values and strategic direction.
- Holding the Chief Executive Officer to account for educational performance of the Trust’s academies.
- Overseeing the financial performance of the Trust, managing risks and ensuring legal compliance.

The Board of Trustees meet on a termly basis. The Trust also has an Audit and Risk Committee that meets on a termly basis. Details of individual Trustees can be found on the Trust's website.

Minerva Learning Trust - Trustees

John Doyle (Chair)	Jonathan Crossley-Holland (Vice Chair)	Pepe Di'Lasio
Genny Bradley	Nicholas Wood	Roger Salt Risk and Audit Committee (Chair)
Martin Brader (Risk & Audit Committee)	Carol Castle	

The Trust's governance structure is depicted in the following diagram.



Section 6: Job Description



Minerva Learning Trust Job Description

Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Procurement and Contracts Officer
GRADE/SALARY	NJC Grade 7, Covering Spinal Points 27: £35,745 to 31: £39,186 gross per annum (pay award pending)
HOURS/WEEKS	37 hours x 52 weeks (term time negotiable)
LOCATION	Central office with travel across the trust as required to fulfil the requirements of the role
RESPONSIBLE TO	Director of Finance
RESPONSIBLE FOR	Operational delivery and guidance on procurement and contracts management across the trust
PURPOSE OF THE JOB	<ul style="list-style-type: none"> • The post holder is responsible for ensuring that the Trust achieves value for money in all areas of supplier spend and, is at all times compliant with procurement legislation (including public sector procurement rules) and good practice. • The post holder will implement and maintain effective procurement solutions and supplier checks and management • The post holder will implement, maintain and monitor contracts and associated contracts register to ensure compliance.
RELEVANT QUALIFICATIONS	Level 3 qualification relevant to the nature of the work CIPS qualification or working towards/willingness to work towards

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

- Lead on the trusts' procurement of goods and services, including tendering processes, ensuring trust policy, procedures and approvals are adhered to together with compliance to legislation and external regulations to achieve value for money.
- Develop the trust procurement programme resulting from the strategy and action plan.
- Lead on the use of appropriate external frameworks, liaising with relevant buying authorities and accessing necessary platforms to support procurement activity.
- Prepare tender documentation in liaison with relevant colleagues, including the identification of appropriate key performance indicators against which the contract, once awarded, should be monitored.
- Lead on the evaluation of procurement and tendering activities and ensure those participating are fully briefed to perform the assessment and evaluation.
- Develop the trust supplier framework in liaison with key personnel, ensuring a review programme is in place to ensure ongoing value for money.
- Provide support and guidance to trust staff with moderation of tender evaluation to ensure procurement projects are carried out in a fair and transparent way and following procurement policy and regulations.
- Carry out appropriate benchmarking to ensure best value is achieved and ensure recording in the finance system.
- Engage in supplier communication in line with procurement policy and regulations.
- Carry out due diligence checks on new and existing suppliers.
- Work alongside Senior and Executive Officers to negotiate on contracts.
- Implementation of contracts in liaison with Senior Officers, including implementing financial and safeguarding processes, ensuring relevant Trust staff have contact details for the contract, setting up contract support meetings where necessary, etc.
- Maintain an accurate contract register.
- Administer the contracts module for the trust ensuring scheduled review and initiation of new and retender exercises are prompted in a timely manner.
- Liaise with suppliers and trust staff to ensure qualifications and regulatory compliance documents are kept up to date.
- Monitor and report on existing contracts ensuring a timely approach to the re-tendering
- Review and assess liabilities and ensure accurate and full recording of indemnities in the contract register.
- Ensure that all terms and conditions of contract agreements are understood by trust staff engaged in the contract.
- Ensure analysis and reporting of procurement activity.
- Identify through analysis and research of trust spend, opportunities for economies of scale and efficiencies and supplier management.
- Contribute to the work of the operations team, as directed, by the Finance Director and Chief Finance and Operations Officer.

Compliance

- Keep up to date with procurement legislation and regulatory changes and advise the trust on actions required to keep the trust compliant.
- Provide support and guidance to colleagues to ensure compliance to the policies and procedures of the trust.

SAFEGUARDING

- To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the Trust community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by Trust Executives and Directors.
3. To work closely with the Director of Finance, providing operational support and delivery of the trust Procurement Strategy and associated Action Plan.
4. This job description will be kept under review and may be amended via consultation with the individual, Chief People Officer and Executive Team as required. Trade Union representatives will be welcome in any such discussions.

Section 7: Person specification



Minerva Learning Trust Person Specification

Post title: Procurement and Contracts Officer

Minimum Essential Requirements	Method of Assessment		
	AF	I	R
EXPERIENCE			
Experience of working in a procurement role	✓	✓	
Experience of public sector procurement	✓	✓	✓
Experience of monitoring and managing contracts	✓	✓	
Experience of using procurement platforms	✓	✓	✓
Experience of drafting tender proposals	✓	✓	✓
QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT			
5 GCSE'S (including English and Maths)	✓		
Level 3 qualification relevant to the nature of the work	✓		
CIPS qualification or working towards/willingness to work towards	✓		
KNOWLEDGE/SKILLS			
Knowledge of Public Sector Contracts regulations	✓	✓	✓
Knowledge of public sector frameworks	✓	✓	✓
Knowledge of commercial contract clauses	✓	✓	✓
Ability to plan and organise workload to meet deadlines and manage conflicting demands and contributions from others	✓	✓	✓
Ability to develop strong and effective working relationships with colleagues and with external stakeholders	✓	✓	✓
Excellent written and verbal communication skills to support report writing and demonstration of best value	✓	✓	✓
Good ICT skills to allow analysis and reporting of procurement activity to be undertaken	✓	✓	✓
Ability to follow the trust's policies and procedures to ensure compliance	✓		✓
Ability to think creatively and contribute to the ongoing development of the trust's procurement strategy	✓	✓	✓
WORK RELATED CIRCUMSTANCES			
Possess a full driving license to allow travel to all work locations within the Trust, as and when required, and use own form of transport to do this		✓	
Able to manage working hours flexibly to meet the demands of the role	✓		
Willingness to undertake further professional development		✓	
EQUAL OPPORTUNITIES AND SAFEGUARDING			
An understanding of safeguarding issues and promoting the welfare of children and young people.	✓	✓	
A commitment to safeguarding students.	✓	✓	

Suitability to work with children.	✓	✓	
A commitment to equal opportunities.	✓	✓	
Ability to recognise discrimination and willingness to put Equality Policies into practice.	✓	✓	

Key: AA = Assessed activity
 AF = Application form
 R = Reference
 I = Interview

Section 8: The Appointment Process

These notes are intended to guide you when making an application.

- The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
- Education and Training
State your qualifications and any training you have undertaken relevant to the post.
- Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is.
- Previous Appointment
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, the completed form and covering letter should be emailed to recruitment@minervalearningtrust.co.uk by the closing date and time.