

Job Description

Role:	Procurement Manager
School:	Beckfoot Trust
Salary/Grade:	PO1 SCP 27-30 (£33,820-£36,298)
Reporting to:	Chief Finance Officer (CFO)

Corporate Responsibilities:

- Lead on the procurement function across the Trust, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment
- Understand and fulfil expectations of a Leader as set out in the Trust School Contract, Scheme of Delegation, Local School Committee and the Meeting Arrangements Calendar (MAC)
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Line Manager / Headteacher

This role involves engaging with students in regulated activity relevant to children.

This is a school-based role that will involve contact with children

Key Duties and Responsibilities:

- Ensure systems are in place so the Trust achieves value for money through compliant procurement and maximise buying power and economies and benefits of scale
- Provide a high level of procurement and purchasing support to the schools within the Trust
- Maintain and operate a 5 year procurement plan, working with key stakeholders to ensure that the Trusts procurement strategy delivers value for money and supports the Trust mission of creating remarkable schools where no child is left behind
- Line manage the Procurement Officer
- Manage contracts across the Trust, holding suppliers to account using KPIs and customer requirements, ensuring suppliers deliver value for money for our schools
- Manage strategic supplier relationship management to identify performance improvements
- Create and implement clear strategies for buying goods and services that are in line with the Trust's wider objectives and goals
- Forecast and plan supply requirements
- Help the Trust achieve the best value for money, level of service and quality standards when dealing with vendors and suppliers
- Make sure that suppliers meet required standards, such as ISO accreditation or having the right insurance cover
- Make sure the supply chain for your organisation is free from slavery and corruption
- Develop and maintain long-term, positive relationships with suppliers within the industry
- Compare costs and specifications in the proposals that suppliers and vendors send
- Review contracts with suppliers and vendors on behalf of the Trust
- Look for ways to improve procurement processes, making them more efficient and transparent
- Produce regular procurement reports to share with other people within the Trust

- Keep up to date with industry trends
- Negotiate and agree terms with new and existing suppliers, ensuring purchasing is compliant and timely
- Provide accurate, professional and expert advice and guidance across the Trust on all procurement related matters
- Interpret and implement the advice of experts in relation to procurement, getting input from a wide variety of sources in order to support decision making
- Take a lead or support in the change management process arising from the appointment of new suppliers
- Actively seek out and capitalise on, procurement opportunities, creating economies and benefits of scale across the Trust
- Overseeing the Trust supplier ledger including working with key staff to maintain approved supplier list
- Develop and maintain a Trust bank of procurement resources to support purchasing across the Trust
- Responsible for external procurement related returns such as payment practices return and modern slavery statement
- Lead the procurement strategy across the Trust, supporting individual projects and tenders across the Trust by either leading, advising or taking part in the procurement process
- Work with the CFO, Management Accountants, Lead Management Accountant, and the Finance Manager to develop and implement standard operating procedures to ensure that the operation of finance is effective, efficient, consistent, and reliable
- Line manage and lead on recruitment, induction, and appraisal of designated staff, providing effective communication, training, and mentoring to enable staff to carry out duties
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Lead meetings and undertake duties as required in line with Trust calendar, sharing expertise and supporting others
- Provide occasional cover for colleagues in support functions
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school
- Carry out fire marshal or first aid duties if required, with appropriate training
- Be an outward-facing, horizon-scanning professional, drawing influence from within and beyond the sector both nationally and internationally

Professional Development:

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process
- Share and support the Trust's ethos to provide and monitor opportunities for personal and academic growth and success

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Advanced Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy, and the correct use of standard English in school.

Date:

January 2023

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks. Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Person Specification			Beckfoot Trust
Role: Procurement Manager			
Requirements		Essential Desirable	Identified
Qualifications / Training	- GCSE English and Maths grade C or above - Chartered Institute of Purchasing and Supply qualification and membership (or willingness to work towards)	E E	Application
Experience	- Experience working in a multi academy trust - Experience of contract management and delivering value for money - Understanding of procurement regulations - Experience of spreadsheet packages such as Excel - Proven negotiation skills, both internal and external to secure best value - Experience working with a wide range of stakeholders - Experience of leading collaborative procurement across multiple sites - Proven track record of successfully managing tendering and contracting processes - Able to work proactively and without direct supervision - A team player with good leadership skills	E E E E E E E E E E	Application Interview
Knowledge, Skills and Ability	- In-depth specialist knowledge of procurement procedures - Commercial and financial awareness - Strong working knowledge of the Academies Financial Handbook - Excellent verbal, written, numeric reasoning and communication skills - Proven ability to work accurately, demonstrating excellent attention to detail - Strong communication and interpersonal skills – both in person, on the telephone and written - Ability to negotiate, hold to account and influence - Ability to lead change - Ability to manage projects - Excellent ICT skills, proven ability to use a variety of packages effectively - Able to communicate effectively with a range of audiences - An analytical mind with problem solving skills - Ability to work to timetables, prioritise key deliverables and ensure deliver to set deadlines	E E E E E E E E E E E E	Application Interview

	Ability to make decisions, as well as to think strategically and laterally	E	
Character / Values	- High commitment to safeguarding and promoting the welfare of children - A belief in education and commitment to high levels of service to make a difference for young people - Commitment to the Trust agenda for inclusion, diversity and equality - Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership - Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' - Resilient, flexible and hardworking - Interest in the Trust's wider role in the community	E E E E E E E	Application Interview
Personal Circumstances	- Legally entitled to work in the UK - Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 - Flexibility to support out of hours on occasion - Prepared to undertake professional training necessary to carry out the role effectively	E E E E	References Interview