



Job Application Pack
Procurement Manager

Permanent, Full time, All Year Round

Grade 11, points 32-36

£35,745 - £39,880 per annum

plus circa 21% pension

Welcome from the CEO

Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.



About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and are excited to be opening Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Community School, Merrill Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe. Belong. Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Bluecoat Trent Academy



The Bluecoat Trent Academy (BTA) will open its doors in September 2021 for the founding cohort of Year 7 pupils. BTA will be an 11-16, non-faith school. It is anticipated that this will be six forms of entry, growing to 8 in subsequent years. The new academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will for the first two years be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

Lees Brook Community School

Lees Brook Community School (LBCS) based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does.



Lees Brook Community School

Lead Believe Create Succeed

The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in both Duke of Edinburgh and its vibrant Arts offer including Dance, Drama and Performing Arts.

Merrill Academy

Merrill Academy in Derby offers a broad curriculum designed to engage and challenge its students. The academy has 838 students and places a strong emphasis on positive relationships, promoting independence, equality, resilience, and consideration for others. Situated in the heart of the City of Derby it serves a busy and diverse local community.



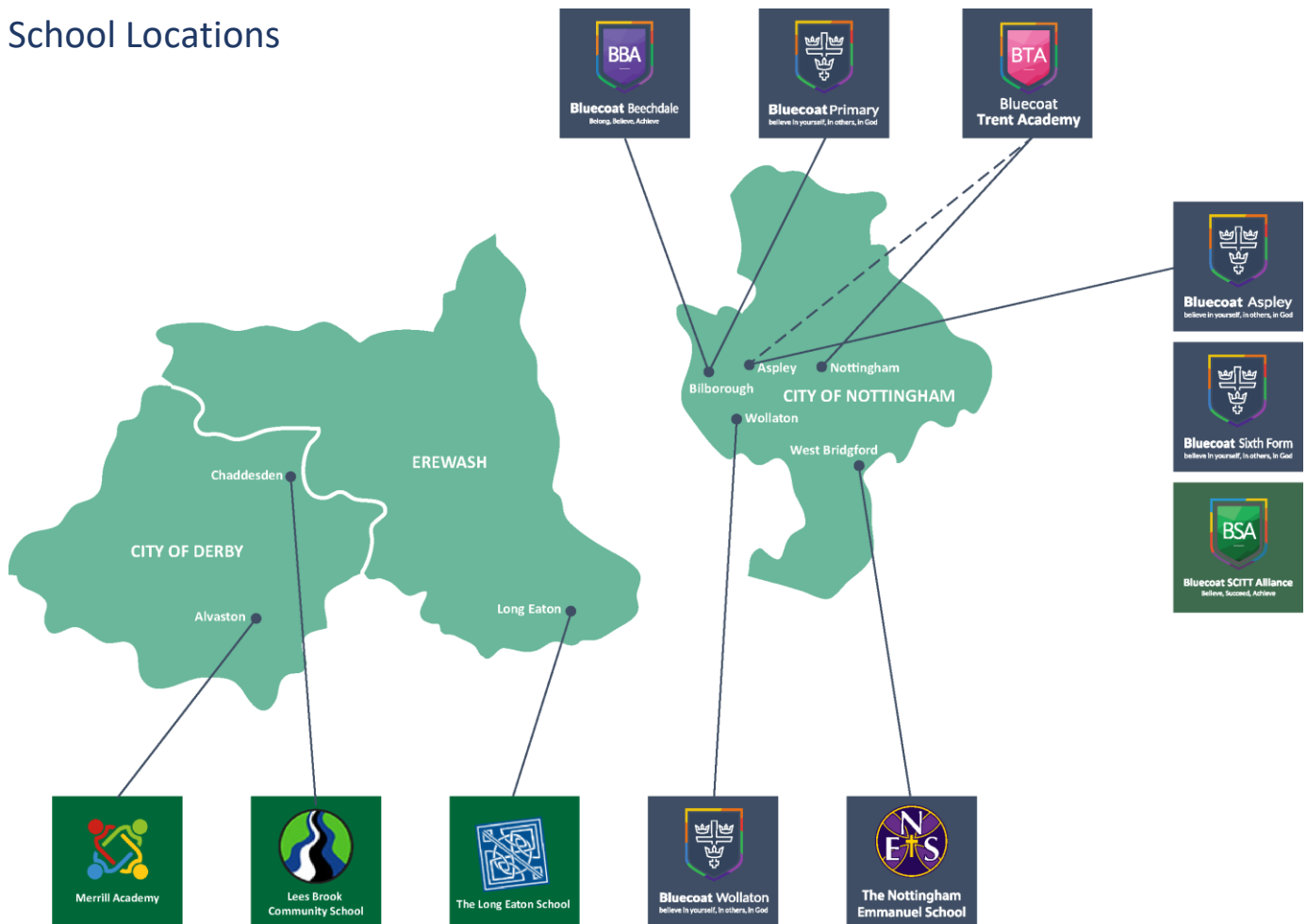
**MERRILL
ACADEMY**

The Long Eaton School



The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.

School Locations



Welcome from the MAT Team Regional Director- Stuart Anderson



The Regional Director provides direct line management and support for a cluster of Academies within the Trust. They have a secure understanding of each school over time and the staff and contexts within which they will operate. They are there to address performance, drive change and raise standards by understanding the school's needs, working with its Principal and wider staff in order to facilitate appropriate Trust (or wider) support. Moreover, they ensure that children in that school are best served by Archway Learning Trust in the ethos upon which the Trust prides itself.

Further details found at <https://www.archwaytrust.co.uk/about-us/head-office-team-education-2/>

Corporate Services – Michelle Walshe – Corporate Services Director



Enables effective governance for the Trust that meets the various regulatory requirements; oversees the marketing and communications of the Trust and drives service improvement through the leadership of service management.

Further details at <https://www.archwaytrust.co.uk/governance/>

Operations – Nathan Jeremiah – Operations Director



Change management, strategic planning and effective people management to create a highly agile, scalable and user focused technology experience. Playing a key role in growing the Trust and ensuring that through every step of the Trust's development technology always acts as enabler.

Further details at

<https://www.archwaytrust.co.uk/about-us/head-office-team-education-2/>

Human Resources - People Strategy Director – Debbie Stanley



Bringing a wealth of knowledge and experience to Archway in the development and implementation of our people strategy.

Further details at

<https://www.archwaytrust.co.uk/about-us/head-office-team-education-2/>

The Vacancy

The Trust are seeking to appoint a Procurement Manager who will work under the direct supervision of the Chief Financial Officer and have responsibility for all procurement activities within Archway Learning Trust family of schools. The successful candidate will provide expert and effective advice to meet the needs of internal customers within the Trust whilst maximum value for money and ensuring compliance with Public Contract Regulations and Trust policies and procedures. Further details relating to the role can be found in the job description/person specification.

We would ask that candidates explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

If you would like an informal discussion about the role please contact Donna Lewis, CFO on dlewis@archwaytrust.co.uk

Applications

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post.

Closing Date: 9am, Monday 26th July 2021

Interview Date: TBC

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working together, transforming lives

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

POST TITLE: Procurement Manager

GRADE: Grade 11, points 32 – 36

RESPONSIBLE TO: CFO

JOB PURPOSE

The post holder will work under the direct supervision of the Chief Financial Officer and have responsible for all procurement activities within Archway Learning Trust family of schools. To provide expert and effective advice to meet the needs of internal customers within the Trust whilst maximum value for money and ensuring compliance with Public Contract Regulations and Trust policies and procedures.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Managing the Trust's procurement activities ensuring they remained aligned with Trust's vision and values
- Perform checks of all new suppliers prior to them being set up the accounting systems.
- Maintaining an up to date contract register for Trust and a plan of procurement activity.
- Provide advice and support for all procurement activity in excess of £10,000.
- Provide advice to contract managers on their responsibilities.
- Produce and maintain internal guidance documents and training on procurement and contract management.
- Develop and implement robust and effective strategies, policies, processes, procedures and systems to support the operational effectiveness of Trust in relation to procurement and contracting.
- Access the relevant Government frameworks.

- Work with Trust's legal team to agree updates to contract and purchasing documentation and to agree the implementation of regulation/legal changes.
- Provide the procurement governance for Trust ensuring that the organisation works within the legal, regulatory and policy constraints associated with being a public body. This includes ensuring external compliance with the UK and EU legislation and regulations as well as adhering to more general public body requirements such as transparency, stewardship and security of funds and other relevant Government guidance and regulations.
- Proactively manage Trust's relationship with suppliers through formal and informal processes and communications.
- Develop market knowledge and apply this to create a deep understanding of customer requirements in areas of responsibility
- Identifying innovation opportunities for adding value and driving savings
- Act as a source of market knowledge, insight and advice to customers, working with them to define
- Assist the Finance Reporting and Compliance Manager in preparing information for internal and external audit visits and requests.
- Other duties as requested by CFO. This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community.
- We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

Person Specification – Procurement Manager	Essential	Desirable
Qualifications and Training		
Educated to Degree level or have relevant management experience	*	
CIPS qualified or equivalent degree/diploma in a relevant subject	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Skills and Knowledge		
Strong working knowledge of Microsoft Office packages. Excellent user of Excel.	*	
Excellent project management skills with experience of successfully managing a number of complex individual projects	*	
Excellent negotiations skills	*	
Knowledge of English Contract Law and public sector procedures and regulations (including EU directives) governing the invitation and award of contracts	*	
Robust knowledge of procurement metrics and systems with proven ability of setting, monitoring and achieving KPIs	*	
An ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within specified deadlines and financial control cycles.	*	
Experience		
Experience of leading and managing a range of compliant procurement activities and drafting all associated tender and contract documentation to effectively manage commercial risks	*	
Experience of supplier and contract management where the purchaser is a public sector body		*
Experience of undertaking analysis of spend, markets, supplier trends and capabilities	*	
Experience of providing advice and support to key stakeholders on good practice in contracting and purchasing	*	
Experience of supplier due diligence and auditing to ensure that suppliers meet the high ethical standards demanded by the Trust	*	
Personal Qualities		

The requirement is for commercially astute, articulate, technically strong and influential negotiator with the ability to think strategically	*	
Ability to work flexibly and take on and change responsibilities and task to meet the ever changing needs of the Trust.	*	
Possess excellent organisational and communication skills and relate well with a wide range of audiences, demonstrating an enthusiasm for working in an Academy and with young people.	*	
Be honest and fair when dealing with students and staff.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school.	*	
Enhanced DBS check to be undertaken on appointment.	*	

