**EXTERNAL**

**PROCUREMENT MANAGER**

**Hours of Work: Permanent, Full Time, All Year Round**

**Salary: Grade 11, points 32-36, £35,745 - £39,880 per annum**

Thank you for your interest in our recent advertisement for the above position at Archway Learning Trust’s. I have pleasure in enclosing details.

We 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.

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).

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

* Employee benefits and well-being scheme
* Cycle to work scheme
* Local Government Pension Scheme
* Salary sacrifice bus pass scheme

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references and any other statutory checks that are required for the post. We are an equal opportunities employer.

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. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am, Monday 26th July 2021**

**Interview Date: TBC**