

**Candidate Application Pack**

**Cluster Procurement Manager**

**CLOSING DATE: 8 August 2024, Midday**

# JOB SUMMARY

**Location:** West London Cluster comprising of Paddington Academy, Holland Park School, The Hurlingham Academy, The Elms Academy and Ernest Bevin Academy   
**Salary:** £40,000 - £50,000 per annum   
**Contract type:** Permanent, Full time, 52 weeks a year

**INTRODUCTION**

Paddington Academy is home to the newly created West London Cluster, consisting of 5 academies: Ernest Bevin Academy, Holland Park School, Paddington Academy, The Elms Academy and The Hurlingham Academy and we are proud to be part of United Learning Trust, a large, and growing Multi Academy Trust aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, group-wide intranet, own curriculum, and online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a Group our staff are better rewarded: with good career opportunities, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in staff wellbeing, it’s our core ethos we call ‘the best in everyone’.

Central office staff works closely with schools, offering a wealth of expertise to underpin our knowledge. The specialist departments, including HR, finance, technology, strategy and performance, estates, and marketing, work alongside dedicated school improvement teams.

# THE ROLE

This is a fantastic opportunity for an experienced and expert Procurement Manager to make a significant impact within a supportive and inclusive educational environment. The Cluster Procurement Manager is a key member of the West London Cluster Team (WLC), responsible for the leadership and management of procurement and providing extensive day to day support to Academy based staff on procurement and resource matters. You will need to provide a comprehensive procurement support service to all cluster schools, identifying and prioritising opportunities for savings on all spend categories including aggregating demand across the cluster schools.

The ideal candidate will possess excellent leadership, communication and interpersonal abilities, and a demonstrable track record of overseeing procurement in a large organisation as well as an in-depth knowledge of the PCR 2015 and Procurement Act 2023 legislation. The Cluster Procurement Manager will have a great eye for standards, a passion for customer service, and experience in implementing changes within processes and systems.

If you are passionate about procurement and resource management to the benefit of children and young people within inner London education , we would love to hear from you.

# COMMITTED TO HAVING A DIVERSE AND REPRESENTATIVE TEAM

Here at United Learning, we are working hard to become a more diverse organisation, which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

# FLEXIBLE WORKING

We are committed to providing excellent education so all the young people we serve are able to make a success of their lives. To deliver this we aim to attract, retain, develop and reward outstanding teaching and support staff, and we believe that flexible working has a key role to play in achieving this.

Here at United Learning, we value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

**Cluster Procurement Manager Job Description**

Job Title: Cluster Procurement Manager, Band 4

Directly

Reporting to: Senior Executive Business Manager (SEBM)

Indirectly

Reporting to: United Learning Head of Procurement

**Overall Job Purpose:**

As the Cluster Procurement Manager for the West London Cluster, the post-holder will be an integral part of the cluster team assisting with the leadership and management of procurement and providing extensive day to day support to Academy-based staff procurement and resource matters.

**Key responsibilities:**

* Key activities will include leading negotiations with suppliers, supplier management, contract development, competitive tendering, market research, spend analysis benchmarking, and contract management.
* The identification and prioritisation of opportunities for savings on all spend categories including aggregating demand across the cluster of schools.
* Ensuring all procurement processes undertaken are compliant with Public Contract Regulations 2015, all relevant legislation, and policies.
* Maintaining the contracts register and contracts database, ensuring that the contracts data informs the overall annual procurement strategy.
* Work closely with internal and external stakeholders to build relationships, understand customer needs, maintain a procurement pipeline requirements/tendering exercises and develop sourcing strategies, exploiting opportunities for collaboration within the cluster.
* Contract manage suppliers within your cluster of schools which includes:
* Review of delivery against contracts and addressing any underperformance by suppliers. Develop and implementing tools to enable effective monitoring.
* To manage the suppliers and develop good relations with key suppliers based on mutual trust, confidence and cooperation in order to deliver effective supply chain solutions.
* Negotiate contracts for goods and services to agree improved terms and conditions with suppliers to enable effective trading, operations and customer/supplier relations.
* Reporting on contractual and procurement performance to colleagues via KPI’s, including savings, benefits, cost avoidance, risk mitigation.
* Managing contract documentation (including variations), keeping accurate records of all contractual obligations.
* Provide professional procurement advice and support schools, ensuring all statutory and regulatory obligations are met and the procurement regulations are strictly applied.
* Work within United Learning’s Procurement Policy and Strategy
* Analyse cluster spend data to determine the categories of spend that require market engagement to deliver cost reductions and savings.
* Identify different procurement options available to the cluster and evaluate the options, including the use of Framework Agreements.
* Provide procurement advice to the cluster.
* Manage the e-procurement portal, using it effectively to manage procurements and contracts.
* Early Market Engagement with suppliers in support of the procurement activity and tender processes.
* Undertake competitive quotes.
* Undertake competitive tenders.
* Undertake PCR 2015 compliant tenders, including keeping up to date with new procurement guidance and regulations.
* Create lessons learned from Procurements to support the delivery of continuous improvement of the procurement function.
* Produce contract documents on completion of the competitive procurement process.
* Attend meetings with suppliers.

Other

* + To support the cluster academies by training for and carrying out first aid duties as needed
  + To support the school day and students by carrying out lunch duties as required (a lunch break will still be provided)

The job covers multi sites, it is therefore key that the Cluster Procurement Manager can work in a ‘stand-alone’ capacity, with excellent organisational and time management skills.  Travel between the schools is required to meet the needs of the role.

This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of each Academy and willingly undertake any further duties required that are commensurate with the role.

**This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.**

**Cluster Procurement Manager Person Specification**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment\*** |
| **EDUCATION/QUALIFICATIONS** | | | |
| Educated to degree level or equivalent. | ✓ |  |  |
| At least 5 years procurement experience at a senior level preferable with large, complex contract management experience including catering. |  | ✓ |  |
| **KNOWLEDGE AND EXPERIENCE** | | | |
| An in-depth knowledge of the PCR 2015 and the new Procurement Act 2023. | ✓ |  |  |
| Experience delivering on multiple projects. | ✓ |  |  |
| Experience of providing procurement advice and influencing stakeholders at all levels. | ✓ |  |  |
| An in-depth knowledge of contract and other law relating to procurement, including UK public sector and charity regulations, and the implications of non-compliance. | ✓ |  |  |
| Excellent project planning and project skills. | ✓ |  |  |
| Understanding of and experience in category management. | ✓ |  |  |
| **SKILLS, BEHAVIOUR AND QUALITIES** | | | |
| A vision that is aligned with United Learning’s high aspirations and high expectations of self and others. | ✓ |  |  |
| Strong written, oral and presentation skills. Able to make complex information clear, simple and understandable. | ✓ |  |  |
| Able to make complex information clear, simple and understandable. | ✓ |  |  |
| Strong interpersonal, written and oral communication skills. | ✓ |  |  |
| Strong organisational and time-management skills and the ability to delegate appropriately. | ✓ |  |  |
| The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies, and other stakeholders. | ✓ |  |  |
| The ability to undertake financial appraisals and identify, develop and implement commercial opportunities. | ✓ |  |  |
| Highly developed analytical skills and experienced in using data to drive decision making. | ✓ |  |  |
| Flexibility and willingness to be adaptable. | ✓ |  |  |
| Able and willing to train for and carry out first aid | ✓ |  |  |
| Able and willing to carry out lunch duties | ✓ |  |  |

# REWARDS AND BENEFITS

* 26 days holiday, plus 8 bank holidays
* Competitive salary
* At least eight INSET days per year
* Enhanced contributory local government pension scheme
* Enhanced occupational sick pay, protecting you and your family
* Competitive and enhanced maternity, paternity, and adoption benefits
* Over 250 employee exclusive benefits through our partners Perkbox, including access to wellbeing resources, discounted cinema tickets, holidays and gym memberships, car leasing and Cycle2work schemes

# IMPORTANT INFORMATION

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

All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.

# FOR MORE INFORMATION ABOUT THIS ROLE, PLEASE CONTACT:

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