

BLESSED EDWARD BAMBER CATHOLIC MULTI ACADEMY TRUST

Trust Procurement Manager Application Pack



Closing Date:
Monday 8th July 2024 (midday)

Shortlisting:
Thursday 11th July 2024

Interview Date:
Wednesday 17th July 2024



Diocese of Lancaster
Education Service
Euntes in mundum

CEO Welcome

Dear Applicant,

Thank you for your interest in this exciting new opportunity to join the Central Team at BEBCMAT as Procurement Manager as our family of schools continues to grow at pace. The role is primarily based in the BEBCMAT central team, but we are working closely with Mater Christi, our sister Trust in Cumbria/Lancashire to maximise value for money and savings for our schools' budgets.

We are seeking a talented and enthusiastic person who is proactive, with strong attention to detail and an enthusiasm and passion for working for the benefit of our children and young people.

The successful candidate will have responsibility for managing procurement activities within-Trust and cross-Diocesan Trusts to achieve better value for money for the Trust(s). A key aspect of this role will be in the compiling and maintaining accurate, comprehensive contracts registers for the Trust(s) and identifying opportunities for collaboration and cooperation within and between Trust schools.

BEBCMAT currently consists of twelve schools and is rapidly growing across Blackpool, the Fylde and Wyre. The Trust will grow to 22 schools in the coming few years. Mater Christi currently consists of 13 schools and will continue to grow to reach 30+ schools in the coming years.

We are looking for someone who will take every opportunity to proactively seek good value for money for schools as we know that every penny saved, is a penny we can then spend directly on the education of our pupils.

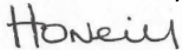
We are looking for someone who is ambitious to grow and develop, as our Trusts grow and to lead with confidence on all matters related to procurement and contract management.

In return, you will be rewarded with the opportunity to shape the futures of our children and young people. We invest in our employees through ongoing professional development, training, mentoring and progression opportunities across multiple Trusts in the Lancashire/Cumbria areas. We can also offer you a range of benefits, including competitive salaries and pension schemes, generous holiday entitlements and an excellent employee wellbeing programme.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve. If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you. You do not need to be Catholic to apply for this role, we welcome applicants from every background.

We look forward to receiving your application. If you have any questions or would like further information, then do not hesitate to contact us.

Yours sincerely,



Helen O'Neill

Chief Executive Officer

Mission, Vision & Values

CORE PRINCIPLES

Our core principles are:

- Educating the whole person – We recognise that strong academic achievements enable our children and young people to successfully access their next steps in education, employment or training. We celebrate that each individual is made in God's image and has unique God-given talents to be recognised and harnessed. John 10:10 – 'I have come so that you may have life and have it to the full'
- Aiming for excellence in all that we do – from quality of the curriculum, pathways and opportunities for pupils, to Trust financial security.
- Working together for the Common Good – whilst maintaining the distinctiveness of each school which serves its own unique community.

MISSION

The Mission of the Trust outlines our core purpose. In Blessed Edwards Bamber CMAT, the mission of the Trust is for all of our Catholic schools to work together.

DEVELOP EXCELLENCE

By providing the best possible opportunities for every child through consistently delivering a high-quality education.

BUILD STRONG COMMUNITITES

By providing support and service to our families, parishes and wider communities, with an unrelenting focus on those most disadvantages and vulnerable in our society.

WITH GOSPEL VALUES AT THE HEART OF ALL WE DO

We will invest in the ongoing professional training and development for the whole Trust community, with Christ at the centre.

VISION

The Vision of the Trust focuses on the 'destination' of our journey – it gives us a steer and aspirational aim.

Through collective responsibility, united in our Catholic faith, we will provide bespoke support to:

- Enable each school to thrive spiritually, academically and financially
- Enable our children and young people to belong, engage and become - reach their full potential.

BELONG

Trusting in our faith and our Catholic mission, we will work as one family of schools together and with our wider communities.

Pupils and staff across the Trust are cherished for who they are and all achievements are celebrated.

ENGAGE

Pupils and students immerse themselves in the experience of education in the Trust. We raise aspirations and build for the future through high-quality learning and wider opportunities.

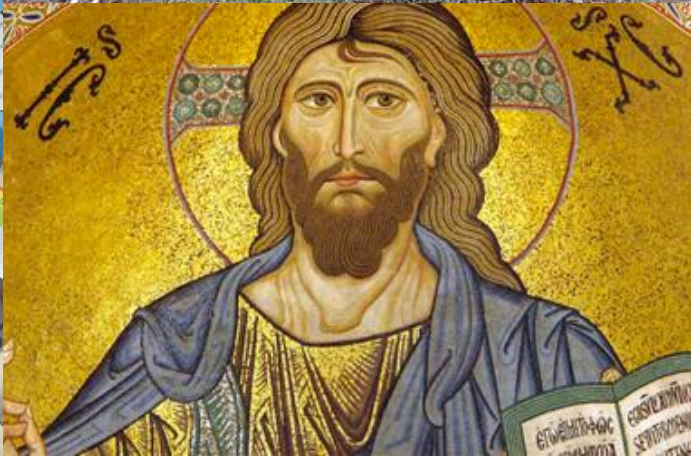
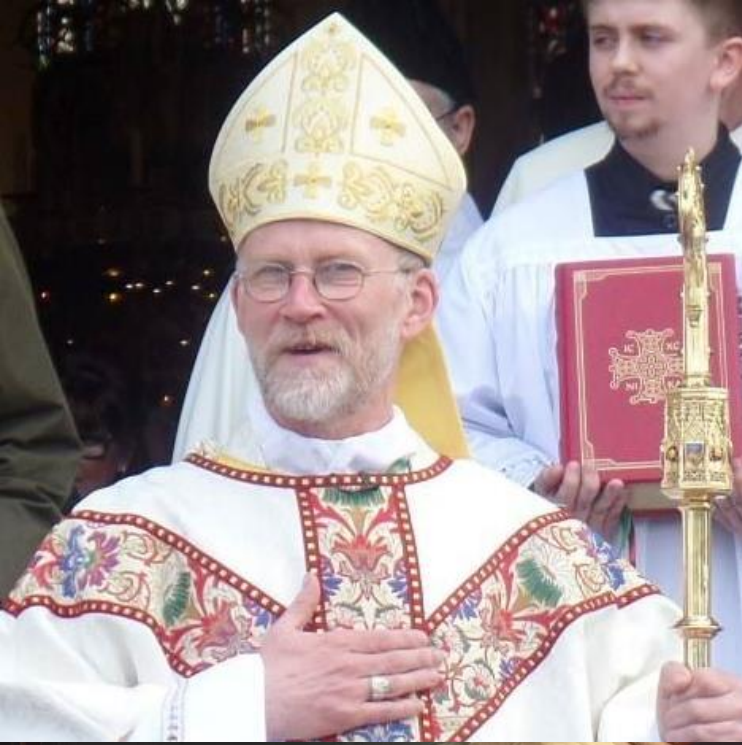
BECOME

Our pupils and staff grow and thrive as members of a Catholic community with shared values and grow to reach their full potential.

Schools grow in success educationally, financially and spiritually.

CORE Values

TRUST
RESPECT
FAITH
HOPE
SERVICE



“TRUST RESPECT FAITH HOPE SERVICE”

Trust Schools



Christ the King Catholic Academy



St Kentigern's Catholic Primary School



Holy Family Catholic Primary School



St Mary's Catholic Academy



Our Lady of the Assumption Catholic Primary School



St Mary's Catholic Primary School



Sacred Heart Catholic Primary School



St Teresa's Catholic Primary School



St Cuthbert's Catholic Academy



St William's Catholic Primary School

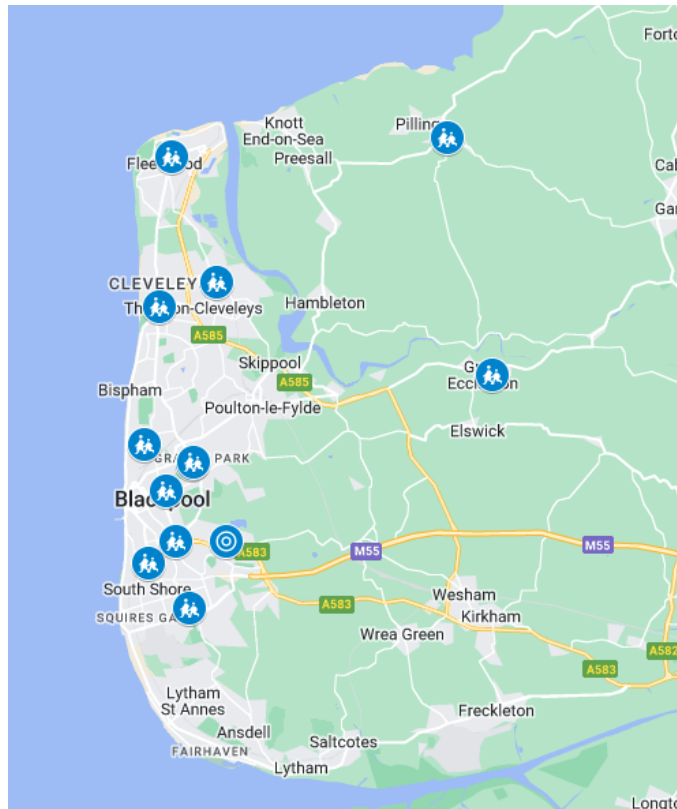
Care - Courtesy - Concern



St John Vianney Catholic Primary School



St Wulstan's & St Edmund's Catholic Primary School



How to apply

Prior to applying:

If you are unclear about any aspect of the application process or would like any additional information, please contact:

Ann Daly, HR Officer

01253 446938 or 07380461330

recruitment@bebcmat.co.uk

Application process:

Candidates must only apply using the CES application form provided on the Trust's website; CV's will not be accepted.

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Please send your completed application and other related required documents (available on the Trust website) electronically to:

Ann Daly, HR Officer

recruitment@bebcmat.co.uk

We will acknowledge receipt of your application.

Closing date for applications: Monday 8th July 2024 (midday)

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Post Details:

Grade: NJC pay Grade G, scale point range 25 - 28

Salary: £33,945.00 to £36,648.00 (national pay award pending)

Contract: Permanent – Full Year – term time working considered

Hours: 37 per week, flexible and part time hours can be discussed

Start Date: 1st September 2024

Job Description

Trust Procurement Manager

Main purposes of the role:

To proactively promote and manage value for money and compliance by utilising experience and expertise in contract management and procurement. To be responsible for the management of purchasing and acquisition of goods and services required across the Trust. This role is crucial for ensuring that all schools within the Trust have the necessary resources to function effectively and provide quality education.

To work closely alongside the Trust's Finance team and school leaders, under the direction of the Head of Finance, and work within regulatory frameworks of the ESFA, DfE, GAG, Statutory and professional CIPS frameworks.

You will provide an effective procurement function for BEBCMAT and Mater Christi, providing governance advice and guidance to colleagues engaging in procurement activity.

To manage on Trust Procurement Procedures and ensure efficient Trust-wide reporting for both internal and external financial compliance and integrity, adapting and redeveloping when required in a timely manner, whilst working always using Propriety and Value for Money principles.

To work in a similar way for the Trust's sister Trust based in Cumbria and to seek to maximise value for money with cross-Trust opportunities.

Specifics:

- Working within priorities set by the Trusts' Senior Leadership Group, lead on the planning, commissioning and delivery of procurement activity within the Trust, through application of specialist knowledge and expertise to ensure compliance with legislation, regulations and policies.
- To manage on all aspects of contract management with selected suppliers
- To design and negotiate effective SLAs to put in place contracts that are suitable for Trust needs and maintain the Central Contracts register.
- Report and manage contract performance and delivery through the monitoring of robust key performance indicators(KPIs).
- Benchmark against comparable organisations in both public and private sectors on a range of performance metrics to enable value for money, good practice and continuous improvements in the Trust.
- Work across the Trust(s) to develop procurement pipelines, managing dependencies, risks and go-live dates in line with organisational priorities, responding to changes, and working with internal and external stakeholders.
- Analyse non-pay expenditure to identify areas where savings are possible and more efficient ways of purchasing.
- Monitor and obtain quotations, identifying opportunities to standardise and rationalise low-value procurement activity.
- Develop and advise on procurement strategies for complex procurements across a range of specialisms.
- Develop effective evaluation mechanism for procurement activities and embed a culture of continuous improvement in procurement practice.

Job Description

Trust Procurement Manager

Continued:

- Develop procurement management information to support an evidence-based approach to managing risks relating to procurement across the trust and to design and implement effective controls.
- Develop and deliver training on procurement activities and contract management in order to increase the knowledge and understanding of procurement activities throughout the Trust.
- Ensure fair and equitable treatment of all parties, suppliers and strategic partners at all stages of the process.
- Ensure that all schools and Trusts comply with contract regulation and the Trust financial regulations.
- Forecast and plan supply requirements.
- Keep up to date with industry trends.

Job summary

- Manage procurement activities within Trust and cross-Diocesan Trusts to achieve better value for money for the Trust(s).
- Continuously review and update procurement policy, processes and internal guidance to ensure compliance with public sector procurement rules, adoption of good practice and on-going improvement.
- Monitor government procurement policy notes and identify any requirements to update procurement policy or central procurement guidance.
- Maintain and develop professional expertise including through external working groups and professional/ specialist networks to share best practice and to develop joint working.
- Assist in the preparation of management information alongside finance by contributing to the monthly re-forecasts where necessary.

General:

- Attend Trust events as required.
- Attend relevant meetings and training sessions.
- Ensure compliance with all relevant policies and legislation.
- Keep up to date with best practice, knowledge sharing within the team to ensure continuous development and improvement in the service offered.

As a member of staff of the Trust:

- Role model appropriate behaviour within a professional environment including conduct, communication, and personal appearance.
- Role model elevated levels of literacy and numeracy including modelling appropriate language.
- Aspire to develop own professional skills and qualifications.
- Use all forms of social media appropriately.
- Take responsibility for the reputational management of all sites across the Trust.
- Contribute positively to systems of evaluation and performance of the organisation.

Person Specification

Trust Procurement Manager

<u>Requirements</u>		<u>Essential (E)</u> <u>or</u> <u>Desirable (D)</u>
Qualifications and Training	<ul style="list-style-type: none"> • 5 A*-Cs at GCSE, including English and Maths • CIPS Qualified or working towards qualification • Educated to degree level or equivalent 	E E D
Experience, Knowledge and Skills	<ul style="list-style-type: none"> • A proven track record of successful procurement and on-going contract management • Experience in the development of effective processes, training and reporting for procurement and contract management • Experience of adhering with budget control and working with budget holders to develop financial understanding across a multi-site organisation • Good IT skills • Knowledge and experience of the education sector • Experience of developing internal systems and their controls • Experience of running tender processes, including drafting and issuing of tender documentation • Experience of using e-sourcing portals 	E E D E D D E D
Values and Personal Competencies	<ul style="list-style-type: none"> • Excellent communication and people skills • Energy and enthusiasm • Self-motivation and to work using own initiative but also Team focused • Excellent organisational skills • Sense of humour • Flexibility and adaptability • Listening skills • Ability to establish courteous professional relationships with colleagues at all levels • Ability to resolve problems • Ability to work to deadlines and with minimal supervision • Strong adaptability to change and development • Able to apply resilience when dealing with challenges from multiple stakeholders • Committed to the values and vision of the Trust • Committed to equality, diversity and inclusion • Strong morals, ethics and sound judgement • A role model of the Trust's Values 	E E E E E E E E E E D D D D D D D

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

