



**Candidate Information**

Procurement Officer

Central Team

The Diocese of Coventry Multi Academy Trust

# About the Multi Academy Trust



## The Trust

The Diocese of Coventry Multi Academy Trust academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

## Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

## Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Deliver whole child, family and community support.

## About the Role

The trust is looking to appoint an inspirational and highly effective Procurement Officer who is committed to supporting academies to educational excellence and further develop the distinctive Christian character of educational provision and the school community.

The role has come about as a result of organisational growth, and recognizing the positive impact such a role can have on the academies within the Trust.

We are looking to appoint someone who is ambitious for ongoing improvement and is a strong influencer and collaborator.

You will work in partnership with the central Operations and Finance staff as well as academy staff including Headteachers and Academy Business Partners in each of our academies to manage procurement activity across the Trust.

Based centrally, you will work with multiple academies across Coventry and Warwickshire.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- Full time - We are offering a salary of £36,925 to £46,925 per annum depending on experience
- Full time - A 37 hour working week, however flexible working opportunities may be available
- Eligibility to join the Local Government Pension Scheme

## Applications

Thank you for your interest in this post. Candidates with questions about this role can learn more by contacting Louise Beale via email [louise.beale@covmat.org](mailto:louise.beale@covmat.org)

Please note the closing date for applications is 11<sup>th</sup> September. Completed applications and supporting documents should be sent via email to [hr@covmat.org](mailto:hr@covmat.org)

Interviews are planned to take place on 15<sup>th</sup> September.

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan trust and a model of good practice by the Department for Education in 2016, the trust is now home to nineteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest multi academy trusts in the country.

Our vision, "together, pursuing life in all its fullness", is based on John 10:10 and reflects the Church of England's vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an "excellent" judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, CEO**

# Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourishing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

**April Gold, Diocesan Director of Education**

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

**Bishop Christopher**

## **The distinctiveness and effectiveness as a Church of England school are outstanding**

The excellent care and nurture by all staff to enable every child to reach their potential reflects the school's core faith values.

Collective worship is central to the life of the school and because of its relevance supports both children and adults in their faith journeys.

Religious education (RE) contributes effectively to the spiritual, moral, social and cultural development of each child.

Dedicated Christian leadership by staff and governors inspires every person in school to aspire to be the best they can be.

**SIAMS Inspection, 6 July 2015, grade: Outstanding**



# Our Academies



**St Laurence's CofE Academy**  
Old Church Road  
Coventry  
CV6 7ED



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**All Saints Bedworth CofE Academy**  
The Priors, off Mitchell Road  
Bedworth  
CV12 9HP



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Leamington Hastings CofE Academy**, Birdingbury Road Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Central Trust office**  
C/O St James CofE Academy  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF

# Procurement Officer

## Job Description

### CORE PURPOSE

The role is responsible for ensuring that the Trust achieves value for money in all areas of supplier spend, and are at all times compliant with procurement legislation (including public sector procurement rules) and good practice.

The Procurement Officer will maintain effective procurement solutions and supplier checks, ensuring that pupils and staff are able to access equipment and services that meet their needs, implementing and maintaining contracts and a contract register accordingly.

### PRINCIPLE RESPONSIBILITIES

#### Main Accountabilities to include:

- Lead on the procurement of goods and services, including tendering processes where appropriate, ensuring internal policy, procedures and governance, and external regulations are followed to achieve value for money and legal compliance.
- Lead on the use of external frameworks and purchasing systems, liaising with public sector buying authorities and support with the access to external procurement systems.
- Provide support to trust staff with moderation of tender evaluation to ensure procurement projects are carried out in a fair and transparent way and following procurement policy and regulations.
- Where necessary, ensure supplier communication is carried out in line with procurement policy and regulations.
- Carry out due diligence checks on new and existing suppliers.
- Operational implementation of contracts including implementing finance and safeguarding processes, ensuring relevant Trust staff have contact details for the contract, setting up contract support meetings where necessary, etc.
- Maintain an accurate contract register.
- Liaise with suppliers and trust staff to ensure qualifications and regulatory compliance documents are kept up to date.
- Monitor and report on existing contracts to ensure these are retendered in a timely manner, liabilities are recorded, and terms are understood by relevant trust staff.
- Carry out benchmarking exercises to demonstrate best value as required.
- Carry out analysis of purchase data to monitor compliance and identify opportunities to rationalise suppliers and procurement processes across all categories.
- Develop and maintain a register of indemnities.
- Undertake other responsibilities as directed by the Head of Operations and Compliance.

### Other:

- Work in collaboration with the Trust Central Team and all Trust staff as appropriate.
- Develop and maintain strong relationships with Leadership teams.
- Cover for absent colleagues and undertake other duties commensurate with the grade.
- Be willing to travel to any Academy within the Trust as required.
- Maintain knowledge and skills in appropriate technology and undertake any training as necessary.
- Safeguard and promote the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.
- The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust the Procurement Officer will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a trust culture which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.



- Building bridges with the trust's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

This trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

**The trust will ensure that:**

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the trust reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# **Person Specification**

<b>Personal Qualities, Qualifications and Experience</b>		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Professional Development</b>						
1	5 GCSE's (including Maths and English Grade C or above)	✓		✓		
2	A Level / NVQ level 3 or equivalent	✓		✓		
3	Degree (or equivalent)		✓	✓		
4	CIPS qualification or willingness to work towards	✓		✓	✓	
5	Business Administration or Contract Management Qualification		✓	✓		
6	Willingness to undertake professional development	✓		✓	✓	
<b>Professional Experience and Knowledge</b>						
1	Procurement experience	✓		✓	✓	
2	Experience of public sector procurement		✓	✓	✓	
3	Experience of managing contracts		✓	✓	✓	
4	Experience of using eTendering platforms		✓	✓	✓	
5	Experience of working within the Education sector		✓	✓	✓	
<b>Skills and Abilities</b>						
1	Knowledge of Public Contracts regulations		✓	✓	✓	
2	Knowledge of public sector frameworks		✓	✓	✓	
3	Knowledge of commercial contract clauses		✓	✓	✓	
4	Ability to plan and organize workload to meet deadlines and manage conflicting demands and contributions from others	✓		✓	✓	✓
5	Excellent written and oral communication skills	✓		✓	✓	✓
6	Ability to build effective working relationships with colleagues at all levels within the organization and with external stakeholders	✓		✓	✓	✓
7	Ability to compile coherent reports and calculate and demonstrate best value	✓		✓	✓	✓
8	Well developed ICT skills including ability to use Excel, create pivot tables, use formulae and graphs	✓		✓	✓	
9	Possess a full driving license and have use of vehicle for business purpose and appropriate insurance	✓		✓	✓	
<b>Personal Qualities &amp; Ethos</b>						
1	A passionate belief in the Trust's vision <i>Together, pursuing 'life in all its fullness' (based on John 10, 10)</i>	✓		✓	✓	
2	Commitment to the aims of the Diocese of Coventry Multi Academy Trust	✓		✓	✓	
3	Commitment to support the Trust's agenda for safeguarding, equality and diversity and health and safety	✓		✓	✓	
4	A motivated self-starter with the ability to work flexibly, both working collaboratively and independently	✓		✓	✓	✓
5	Ability to act with integrity to ensure commercial confidentiality is maintained	✓		✓	✓	
6	Ability to follow rules, processes, and principles of public sector procurement and the Trust	✓		✓	✓	
7	An innovative and proactive approach to work	✓		✓	✓	
8	Excellent interpersonal skills with the ability to promote the adherence of the Trust's policies and procedures	✓		✓	✓	

I \_\_\_\_\_ **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Procurement Officer**.

Signed .....

Date .....