

Procurement & Contracts Manager



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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.

Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

To learn more about our story/journey, please read our [ATT Magazine](#)



Welcome

to Academy Transformation Trust

At Academy Transformation Trust, we're on a mission. We want to transform education, performance and lives, and we're giving young people the best possible start to their careers across our fast-growing network of academies. A not-for-profit trust, we focus on our students' interests in everything we do, and we are passionate about using innovative technology to accelerate learning. We work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values. At ATT we are passionate about Diversity, Equity and Inclusion and welcome all applications.

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Our Priorities: Big Moves

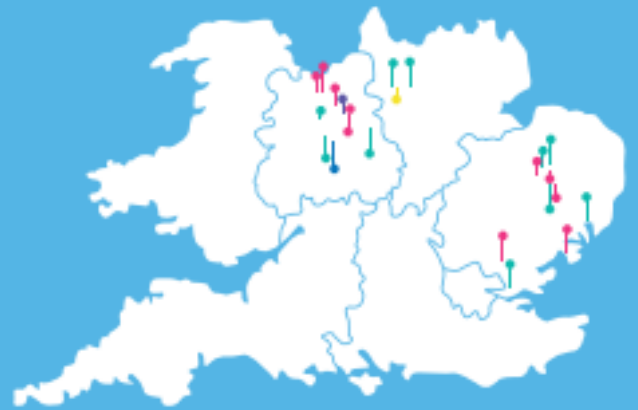
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



- Academy Transformation Trust
- Secondary Academies
- Primary Academies
- Special Academies
- FE Colleges



ATT | 21 Academies

Local Authority Areas | 10

Staff | 1720

Primary | 409
Secondary | 1130
Special | 30
FE | 76
Other | 75

Learners | 13,334

Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance

People Engaged | 120+
Trustees | 10
Members | 4

Finance

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

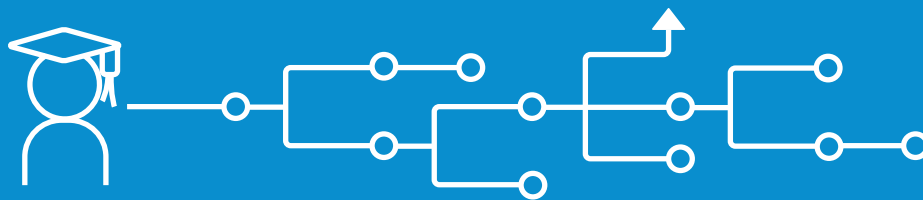
Ofsted
Performance

1 Outstanding

19 Good

1 Requires Improvement

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

[Click to Learn More](#)

Transformational Teaching

[Click to Learn More](#)

Transformational Services

[Click to Learn More](#)

Professional Development at ATT:

03. The ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

04. Job Description



Procurement & Contracts Manager

Purpose of the job

To support the Trust to achieve value for money through effective procurement and strong contract management, whilst ensuring ATT operates in a manner that is fully compliant with legislation and regulations.

Key Responsibilities and duties:

Procurement and Compliance

- To lead and run the procurement process on behalf of the Trust, identifying frameworks, and developing and advertising tenders that comply with UK public procurement regulations.
- To identify effective methods of procurement for goods, services and capital works ensuring they are implemented in line with the organisations financial regulations and delegated authorities.
- To be responsible for the creation, management and procurement of a preferred supplier list and championing the use of these suppliers across the Trust.
- Implement and develop the use of an e-procurement system to effectively manage and track end to end category management, procurement projects and contract management activity.
- To lead on the design, development and delivery of procurement strategies, policies and processes, ensuring full compliance with the Procurement Act 2023 and other relevant legislation and regulations.
- To be responsible for ensuring best practice to achieve procurement excellence and ensuring the procurement strategy is followed by colleagues across the Trust.

Contract Management

- To provide commercial support to the Deputy CEO (Finance and Operations), developing and identifying the Trust's procurement priorities.
- To develop, maintain and oversee the Trust's Contracts Register, ensuring it is a comprehensive record of the Trust's commercial activity and that termination and renewal dates are monitored and activated in the best interests of the Trust.
- To lead on all aspects of the commercial lifecycle, including awarding contracts, extending agreements and if necessary negotiating early termination of deals.
- Proactively lead, support and challenge suppliers throughout the life of the contract to ensure the best commercial outcomes are achieved.
- To work with the Trust's Data Protection Officer to ensure all contracts are GDPR compliant and the relevant data sharing agreements are in place.

Financial Efficiency and Value for Money

- Deliver category savings and efficiencies, ensuring they are appropriately recorded and tracked.
- Undertake benchmarking analysis to provide evidence of value for money and to highlight potential opportunities to save money across the Trust.
- To produce high level management information for the Executive Leadership Team, the Board of Directors and other stakeholders detailing the progress on the delivery of the procurement strategy, value for money and savings made.

- Develop links with other academy trusts with a view to providing procurement support and advice (with a view to generating income for ATT).

Advice and Support

- To provide expert advice to the Trust's Executive Leadership Team ensuring the Trust achieves value for money in all its commercial activity.
- To advise and act on behalf of the Trust on complex high level procurement matters.
- To quickly gain a deep understanding of the supply market, category, and business context and use this knowledge to inform and deliver commercial strategies.
- To be the Trust expert on all procurement and contract related issues, providing advice, guidance and training to colleagues at all levels of the organisation.
- Participate (or lead) trust wide projects to review and unlock funding streams and writing of bids to realise income streams.
- Support the Trust with any other related activities as requested by the line manager.

We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion or belief.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

ATT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's safeguarding policies and procedures.

05. Person Specification



Procurement & Contracts Manager

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> MCIPS qualification strong understanding of the Procurement Act 2023 	<ul style="list-style-type: none"> educated to degree level
Experience	<ul style="list-style-type: none"> Substantial experience (four years or more) of procurement and contracts management experience of leading contract management / procurement within a medium - large complex organisation a track record of recent, relevant professional development experience of working work under pressure and to deadlines experience of managing change and implementing new systems/procedures/controls 	<ul style="list-style-type: none"> prior experience of working within the education sector
Competencies	<ul style="list-style-type: none"> strong, demonstrable ability to prioritise, plan and organise workload ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed interpersonal, written, oral and presentation skills Strong IT skills sound judgment and decision making skills strong analytical and problem solving skills ability to make decisions based on analysis, interpretation and understanding of relevant data and information respect confidentiality think clearly in emergency situations. demonstrate good judgement readiness to accept and implement change, openness and willingness to learn and flexibility 	<ul style="list-style-type: none"> vision, imagination and creativity deal sensitively with people and resolve conflicts resilience and perspective

Values	<ul style="list-style-type: none"> • Strong alignment to the Trust’s core values of hard work, integrity and teamwork • Unwavering commitment to value for money 	
Other	<ul style="list-style-type: none"> • Demonstrates integrity • Promotes and defends equal opportunities • Commitment to the safeguarding and welfare of all pupils • This post is subject to an enhanced Disclosure and Barred Service check 	

06. How to Apply

Procurement & Contracts Manager

Applying:

Please apply by visiting our vacancy site.

[Vacancies - Academy Transformation Trust](#)

If you would like further information about the role, please contact Mo Chatra, Deputy CEO (Finance & Operations) by email on mo.chatra@atrust.org.uk.



Status:

37 hours per week, All Year Round

Salary:

NJC Point 42 - 50
£50,512 - £59,517



Closing Date:

8am on Monday 19th August 2024

Start Date:

As soon as possible



Interviews:

Tuesday 3rd September 2024




 @academytransformationtrust

 @AcademyTrust

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