



## Procurement & Contracts Manager

PO2 (range 32 – 35) £38,296 - £41,496

### Central Region Schools Trust

Assay Studios

B.06, 141 – 143 Newhall Street

Birmingham,

West Midlands

B3 1SF

Tel: 0121 270 3117

[www.crst.org.uk](http://www.crst.org.uk)



**Central Region  
Schools Trust**

*Founded by the RSA*

## The Role Purpose

We are looking to recruit an experience procurement professional to work within our trust to deliver value, integrity and sustainability to our community.

The successful person will help develop a commercial trust sustainability strategy and have experience of delivering diverse tenders over a multi-year period. The successful candidate will be hands-on throughout the tender cycle from design to contract management.

You will develop and contribute to a system review to support eProcurement and automated Invoicing process deliver effective sourcing that align with our core values.

The successful candidate will be a key contact for a DfE school rebuild project in delivering quality furniture and finishes to the new school.

You will be supportive of our strategic priorities:

SO1 Developing Exceptional Learners

SO2 Recruiting, developing and retaining Expert Professionals

SO3 Achieving excellence of operational infrastructure; operating efficient and effective systems; and maintaining and improving places

SO4 Building empowered communities and developing lasting partnerships to support the development of social justice

The post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.



Your role as a key member of the Central Services Team within the Trust, under the direction of the CFO, will contribute to the development of, and support on, service team strategy and planning

The role of our Procurement & Contracts Manager requires:

- experience of Procurement policy development, implementation, consultation, and maintenance which promote quality and sustainability.
- Clear strategic thinking and the ability to see initiatives through to the end
- Good project management and administration skills
- Excellent communication skills and the ability to work effectively with stakeholders at all levels
- Proficiency in data manipulation and presentation

As required, along with all Managers in our Trust, the post will support the interests of all learners within the eleven schools currently within the Central Regional Schools Trust, as well as potential future schools.





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## How to Apply

Please complete our application form and send it to [info@crst.org.uk](mailto:info@crst.org.uk) The closing date for applications is 9AM, Monday 9<sup>th</sup> January 2023.

If you would prefer an informal discussion with Penny Harrison, CFO, please contact Sharan Kaur (Central Office Administrator) on 0121 270 3117 or via [info@crst.org.uk](mailto:info@crst.org.uk) to arrange a mutually convenient time.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

**Central Region Schools Trust**  
Founded by the RSA

**SUPPORTING SOCIAL JUSTICE THROUGH EXCEPTIONAL SCHOOLS**

**Gospel Oak School**  
Bilston Rd, Tipton DY4 0BZ

**Holyhead School**  
Milestone Ln, Holyhead Rd, Birmingham B21 0HN

**Sutton Park Primary School**  
Greatfield Rd, Kidderminster DY11 6PH

**Assay Studios**  
141 Newhall St, Birmingham B3 1SF

**Waseley Hills High School**  
School Rd, Rubery, Birmingham B45 9EL

**Oldbury Park Primary School**  
Oldbury Rd, Worcester WR2 6AA

**St Stephens CE First School**  
Mabey Ave, Redditch B98 8HW

**Abbeywood First School and Church Hill Middle School**  
Wood Piece Lane, Church Hill, Redditch B98 9LR

**Arrow Valley First School**  
Colts Ln, Redditch B98 0LH

**Ipsley CE Middle School**  
Winyates Way, Redditch B98 0UB

**Arrow Vale School**  
Green Sward Ln, Redditch B98 0GF



# Central Region Schools Trust

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[www.crst.org.uk](http://www.crst.org.uk)

## The History of our Trust

As a trust, we were founded by the Royal Society for the encouragement of Arts, Manufactures and Commerce, more commonly known as the Royal Society of Arts or the RSA. The RSA has a history of developing ideas and projects to improve people's lives, and our vision of 'social justice through exceptional schools' aligns closely with the social justice mission of the RSA. All our schools are improving in reputation, popularity, and quality of education.

Whilst we are now an DfE approved academy sponsor, recognising the collective strength of our trust and schools, we retain many programmes and partnerships from the original sponsorship. We have a strong **school improvement force** and now sponsor, in collaboration with the DfE and Regional Schools Commissioner, schools that will benefit from our structural, formal support.

Our trust aims to influence the practice of our schools through the collaborative knowledge sharing we expect through our school improvement model and co-design structures. We are outward facing, sharing, and learning from internal and external partners. **Central Professional Learning, Research and Development (CPL,R&D)** ensures the development of all employees at all levels of the organisation. We have developed excellence in central services, such as finance, HR, estates, which make a huge difference to our schools, not least by enabling Principals and staff to focus on delivery of excellence in teaching and learning. **Teach Central**, as part of CPL,R&D, recruits, and trains new teachers to the profession with a high level of success.



## Our Mission, Vision, Strategic Objectives & Values

**Mission:** to promote opportunity and social justice for every child through exceptional schools.

**Vision:** As a trust founded by The Royal Society of Arts, our exceptional schools work together to create learning that is inspirational for all: igniting imagination and enabling creativity and curiosity which results in the highest achievement. People are valued and happy, developing their knowledge, attributes, skills and networks for success and fulfilment. In our empowered communities, everything is possible, and aspirations are high. Outcomes are highly impressive.

### Strategic Objectives:

SO1: EXCEPTIONAL LEARNERS

SO2: EXPERT PROFESSIONALS

SO3: EXCELLENCE IN INFRASTRUCTURE, SYSTEMS AND PLACES

SO4: EMPOWERED COMMUNITIES AND LASTING PARTNERSHIPS

**Values:** Integrity, Excellence, Creativity, Community and Respect



Teach  
Central

*Formerly RSAA Teaching School Alliance*

Teach Central, formerly the RSA Academies' Teaching School Alliance, recruits, and trains new entrants to the teaching profession, identifies leadership potential, and provides support for schools across the West Midlands, to transform outcomes for young people and bring about positive social change. We drive action research, undertake innovations in teaching, and optimise the talents and commitment of our staff to develop creative ways of providing education.

<https://centralregionschoolstrust.co.uk/teach-central/>



Central Professional  
Learning, Research  
& Development

We believe that effective Research and Development begins with our students and a drive to improve their learning experience and educational outcomes. The power to transform education comes when schools collaborate, and an active Research and Development culture can be found across all the schools in our Alliance.

<https://centralregionschoolstrust.co.uk/cplrd/>

## K-ASE

The leadership across our Trust has identified pupil knowledge, skills, and attributes that we believe are key to the current and future success of the young people in our schools. Each school creates their own approach to developing the skills and attributes. These skills and attributes have an identified leader across the Trust to lead expert collaboration where the most effective practice emerges from within the Trust and beyond, then standardisation of approach will be agreed as appropriate.

**Knowledge:** Working with pupils to know understand and have mastered key concepts so that they develop the expertise to become fluent and excel within and across subject disciplines, locating their experiences within the broader sense of society.

**Attributes of Character:** To create the conditions in which attributes of character are nurtured, so that pupils can lead full active and successful lives which support their communities and the wider world.

**Skills:** Helping pupils to develop the skills needed for a successful and happy personal and professional life.

**Experiences:** Ensuring our pupils enjoy, experience excitement, and find value in their school experience, through a very wide range of experiences that challenge and motivate them, providing aspiration and demanding responsibility from them.



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Performance-based increments and Local Government Pension Scheme (LGPS)

# JOB DESCRIPTION and PERSON SPECIFICATION



**Central Region  
Schools Trust**

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## **JOB DESCRIPTION**

**Job Title:** Procurement & Contracts Manager

**Department/Directorate:** Central Service Support Team

**Accountable to:** CFO

### **Job Purpose**

To work within our trust to deliver value, integrity, and sustainability to our community.

To help develop a commercial trust sustainability strategy and have experience of delivering diverse tenders over a multi-year period. To be hands-on throughout the tender cycle from design to contract management.

Develop and contribute to a system review to support eProcurement and automated Invoicing process deliver effective sourcing that align with our core values.

To be a key contact for a DfE school rebuild project in delivering quality furniture and finishes to the new school.

You will be supportive of our strategic priorities.

The post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

You will contribute to the development of, and support on, service team strategy and planning.

As required, along with all Managers in our Trust, the post will support the interests of all learners within the eleven schools currently within the Central Regional Schools Trust, as well as potential future schools.



## Main Duties and Responsibilities

- Delivery of best practice customer management through the tender and award process ensuring effective handover into contract management.
- To support the development and implementation of procurement policies and system strategies to support tendering, contracts management, spend analytics and supplier performance management.
- To drive continuous improvement, best value, and quality improvements within schools in challenging existing practices and actively seek ways to achieve better outcomes.
- Working with schools and other key trust stakeholders to review and ensure that procurement of goods and services are compliant and provide excellent value for money.
- To keep under review top suppliers and contracts of the trust and trust schools (including maximum value gained from existing)
- Identifying, and appreciation of, opportunities that represent Social Value and contribute to our communities.
- To review the Procurement processes (where value referred within Policies and Procedures) and propose updates ensuring sustainability into the future.
- Supporting due diligence work on potential new academies, conducting analysis, and assessing risk.
- To report to the CFO, senior executives, trustees as required up-to-date status reports on procurement, for example development, value, savings, opportunities, performance data, compliance with regulations and Academy Trust Handbook.
- Ensure regulatory compliance with policies and external requirements such as OJEU that's safeguard contractual and commercial risk.
- To develop excellent relationships with key stakeholders and external providers
- Implementation and use of appropriate frameworks such as government commercial educational accessible frameworks (i.e CPC, YPO, etc)
- Produce a multiyear prioritised tender programme to meet the demands of schools and the trust.
- Develop and contribute to systems review to support eProcurement and automated Invoicing process.
- Embed commercial awareness and promotion of importance of procurement across the trust through training and delivery of a professional service to the trust and schools.
- Work within the relevant principles, policies, procedures, and culture of our trust.



# Central Region Schools Trust

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*Central Region Schools Trust (CRST) is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and completion of an Enhanced DBS will be required.*

*December 2022*



## Procurement & Contracts Manager (Person Specification)

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS/ TRAINING</b>	<p>Educated to degree level in a relevant discipline or with demonstrable practical procurement-specific experience</p> <p>A strong track record of CPD</p>	<p>Professional membership of the Chartered Institute of Purchasing and Supply (CIPS)</p>
<b>EXPERIENCE</b>	<p>Experience in working with and influencing senior management</p> <p>Experience of manipulating large datasets</p> <p>Experience of contract management</p>	<p>Experience of working within a school or educational environment</p> <p>Experience of drafting legally enforceable clauses for tender documents to high standard</p>
<b>SKILLS, KNOWLEDGE, AND ABILITIES</b>	<p>Excellent written English and verbal communication skills, including ability to influence at all levels of the Trust</p> <p>Highly organised with excellent attention to detail</p> <p>Well-developed skills in using Microsoft Office applications especially in word- processing and spreadsheets</p>	<p>A good level of commercial and legal experience with aptitude to identify these angles to maximise commercial opportunities and mitigate legal risks</p>

<b>OTHER REQUIREMENTS</b>	<p>To be proactive, forward thinking, and self-motivated</p> <p>A genuine ambition and interest in improving the life choices for your young people and the wider community</p> <p>Commitment to our mission that champions social justice through exceptional schools</p>	
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**This job description is current as of Dec 2022, but following consultation, may be changed by Management to reflect or anticipate any changes in the job role which are commensurate with the salary, job title and Managerial standards across the Central Region Schools Trust (CRST).**