



Application Pack

PROCUREMENT MANAGER

We would like to take this opportunity to thank you for your interest in the advertised role of Procurement Manager within the Central Team. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Procurement Manager will contribute significantly to the strategic direction of Emmaus CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Central Team we are very much looking forward to recruiting an innovative Procurement Manager. The successfully appointed candidate will join our central finance team, to lead on the development of robust procurement systems, frameworks, and processes to ensure high-quality outcomes and strong financial stewardship.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

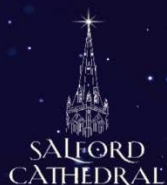
Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO



Emmaus Catholic Academy Trust, an educational constellation.



MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

VISION

We enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2

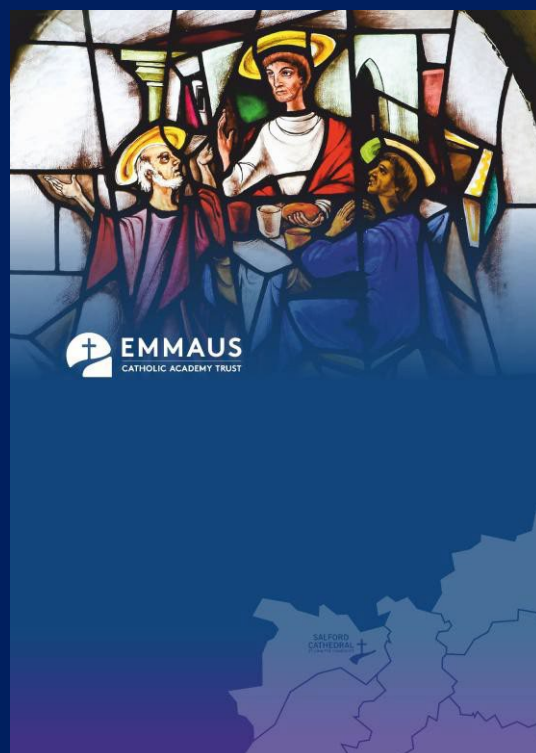
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune
with you.
Open our eyes, so we see the signs of your presence around
us;
open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.
Amen.





6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

1) Why do we exist?

Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

2) How do we behave?

Our habitual values are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

Our Vision

To provide great Catholic education across Greater Manchester.

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established Catholic Academy Trust of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In Emmaus CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining Emmaus CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.



4) How will we succeed?

Our Philosophy – Aligned Agency

Our philosophy is aligned agency. We are aligned in our mission, vision and virtues as one community. We promote agency by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of Emmaus Catholic Academy Trust.

So why then do we retain the term agency? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned agency that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred community, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the Emmaus CAT central team leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, Emmaus CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

Ambitious curriculums and character education

All pupils are entitled to a curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. All our pupils will leave our schools ready to be of service to society. Our purpose is to provide the best possible school experience for every child and pupil in our schools. Emmaus CAT will work alongside our schools to enable this to happen, through collegiality and collaboration, peer-coaching, support and challenge, all in the spirit of becoming the best we can be and contributing to the creation of a society that is highly educated, skilled and cultured.

Talent, and supporting our people to flourish

We are committed to building a healthy Catholic community where our staff are valued, encouraged to work collegiately, are empowered to make a difference and provided with clear opportunities to progress and develop. By creating an environment where our people can give of their best and excel professionally, personally and in faith, we will achieve the best outcomes for our pupils. The People and Culture Strategy is structured around four guiding principles which summarise our priority areas of focus for building a healthy Catholic community, where colleagues are valued and utilise their strengths and skills to contribute to its success: attract and recruit, include, nurture and develop & retain.



5) What is most important, right now?

Strategic Priorities–2025/2026

Strategic Focus Area 1:

Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be **strong in faith**.

Strategic Focus Area 2:

Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and **serve society**.

Strategic Focus Area 3:

Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to **serve society**.

Emmaus CAT currently educates approximately 14,000 children, and employs approximately 1,780 staff.

- Corpus Christi RC Primary School – 349
- English Martyrs RC Primary School – 225
- Holy Family RC Primary School – 214
- Holy Rosary RC Primary School – 234
- Mount Carmel RC Primary School – 455
- Saint John Henry Newman RC College – 1502
- Our Lady of the Rosary RC Primary School – 237
- St Antony's RC High – 688
- St Anne's RC High School – 642
- St Anne's RC Primary School, Audenshaw – 236
- St Anne's RC Primary School, Oldham – 232
- St Chad's RC Primary School – 230
- St Christopher's RC Primary School – 251
- St Dunstan's RC Primary School – 329
- St Edmund's RC Primary School – 244
- St Edward's RC Primary School – 266
- St Francis RC Primary School – 248
- St Herbert's RC Primary School – 333
- St John Fisher RC Primary School – 246
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- St Joseph's RC Primary School – 503
- St Kentigern's RC Primary School – 454
- St Margaret Mary's RC Primary School – 342
- St Mary's RC Primary School – 114
- St Mary's RC Primary School, Failsworth – 458
- St Matthew's RC High School – 1333
- St Monica's RC Primary School – 334
- St Patrick's RC Primary School, Manchester – 200
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Winifred's RC Primary School – 401
- St Malachy's RC Primary School – 233
- St Theresa's RC Primary School, Oldham – 212
- SS Aidan and Oswald RC Primary School - 363
- St John's RC Primary School – 395
- St Mary's RC Primary School - 371
- St Cuthbert's RC Primary School – 227



PROCUREMENT MANAGER

Salary: NJC Grade 10 (SCP 41 – 43), £54,142 - £56,293 p.a.



Emmaus Catholic Academy Trust is dedicated to providing an outstanding Catholic Education to our children and pupils. We are seeking to expand our central team and appoint a suitably experienced Procurement Manager to lead on the development of a CAT-wide Procurement Strategy that drives long term value, sustainability and efficiency.

The post would be suitable for:

An established procurement professional with a strong understanding and knowledge of public procurement in Education or the wider public sector and a passion for strategic impact, innovation, and delivering outstanding outcomes.

The role:

In collaboration with senior operational and finance colleagues, the Procurement Manager will lead the development of a high-quality, compliant, and value-driven procurement function across the CAT and take ownership of the development and implementation of the CAT's procurement strategy.

Contract/Hours of work: Permanent, 35hrs per week, All Year Round

Salary: NJC Grade 10, £54,142 - £56,293 p.a., SCP41-43.

- **Membership of Local Government Pension Scheme (Career Average Benefits)**
- **26/31 days annual leave plus up to 4 additional Christmas closure days.**
- **Employee Assistance Programme**

Location: Emmaus Catholic Academy Trust, 2nd Floor, Crossgate House, 47-55 Cross Street, Sale, M33 7FT with some travel to schools within Emmaus CAT.

We operate a flexible working model, with the option to work occasionally from home.

Our offices are easily accessible from the M60 (J7), the A56 from Manchester City Centre and are within walking distance from the nearest Metrolink Tram station with exceptional amenities.

Line Management: The post-holder will report directly to the Chief Financial Officer

Key contacts: COO, Director of Operations, Head of IT, Head of Financial Planning & Reporting, Financial Controller and wider Finance Team



Procurement Manager

Job Description

The post holder will report directly to The Chief Financial Officer (CFO)

Main purpose of the role:

To design and deliver a modern, CAT-wide procurement strategy that drives long-term value, sustainability, and efficiency. The incumbent will lead on procurement and tendering activity from planning through to contract award, ensuring compliance with UK Public Procurement Regulations, the Academy Trust Handbook and the CAT's Financial Procedures.

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

Procurement leadership and assurance

- Develop and deliver the CAT's procurement strategy, embedding best practice, innovation, sustainability and social value.
- Ensure compliance with procurement policies and procedures, tender documentation, contract templates, and guidance materials.
- Identify and use appropriate procurement routes, including public sector frameworks, DPS and open competition, meeting the requirements of the Procurement Act 2023 and maintaining audit-ready documentation.
- Ensure all procurement activity aligns with the Academy Trust Handbook and internal Financial Procedures and Financial Scheme of Delegation, including delegated authorities, assurance requirements and value-for-money expectations.
- Manage procurement processes and lead procurement-related projects in conjunction with the CAT's executive team in order to maximise value for money.
- Act as a key point of contact for school leaders responsible for procurement to ensure compliance with agreed policies and procedures and approved academy budgets.
- Support the wider finance team in aligning contract databases with the ongoing financial planning cycle.
- Monitor, analyse and report on procurement data, spend, savings, risks and commercial opportunities to contribute to board level reporting
- Maintain an understanding of the changing approaches and guidance nationally in relation to procurement, to support the central team and its schools, contributing to wider policy developments and helping to develop best practice.

- Monitor and manage procurement risk, conflicts of interest and compliance with related policies such as modern slavery and data protection.

Contract and supplier management

- Develop the CAT's contract register, renewal pipeline, and supplier performance to ensure strong commercial outcomes and economies of scale.
- Develop and manage supplier relationships, setting performance expectations, and supporting contract management across all schools.
- Work in collaboration with the Estates Contracts Manager to ensure all centrally procured contracts are compliant.
- Support contract reviews and negotiations with major suppliers, seeking optimal terms.
- Provide professional procurement advice, training, support and guidance to Headteachers, School Business Managers, and senior leaders.
- Produce clear and insightful reports on supplier performance, contract risks and commercial opportunities for executive leaders and directors.
- Act as a key liaison with suppliers, legal advisors, and the Department for Education on procurement matters.
- Represent the CAT in supplier meetings and relevant sector or procurement networks to share best practice and strengthen market intelligence.
- Ensure all relevant staff across the CAT are fully aware of any changes to procurement processes through a robust communication strategy including briefings, workshops, notes and training.

External funding

- Research and investigate possible sources of funding from external organisations and liaise with interested partner organisations (e.g. sister CATs)
- Keep up to date and provide information on available grants and other resources.
- Ensure that wherever possible that external grant procedures and any delegated responsibilities are complied with and that all parties understand their responsibilities for each application they are responsible for.
- Gather relevant information such as objectives, criteria and deadlines and ultimately lead on the drafting of bid submissions, that are timely, of high quality and that succeed in bringing new funding into the CAT.

Other Responsibilities

- The post holder will need to attend central team meetings and regular finance, operations and education network meetings with the SBM's from across Emmaus CAT;
- The post holder must be committed to their own professional development and attend regular finance networking and strategy sessions. Emmaus CAT is a growing community and there will be opportunities for career development;
- Adhere to all Emmaus-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with Emmaus-wide procedures.
- Undertake training courses organized by Emmaus CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of Emmaus CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of Emmaus CAT.

Policies, audit and regulatory compliance

- Work with central finance team and school staff to ensure that all relevant finance policies are complied with;
- Recommend policy enhancements to support the internal controls framework;
- Provide timely information to support the internal controls framework
- Provide timely information to schools and central team members, along with information for mandatory internal and external audit.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with Emmaus CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in Emmaus CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.



General

- Actively contribute to and promote the overall ethos and values of the school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, school and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Headteacher or leadership team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT and the school, and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the school/CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
GCSE English and Mathematics Grade C/5 or above (or equivalent).	E
CIPS (Level 4–6) or diploma or equivalent professional qualification in Procurement.	E
A degree/higher education level qualification or equivalent.	E
Completion of Cabinet Office/TPP learning on the Procurement Act 2023 (or willingness to complete).	D
Experience and Knowledge	
Strong working knowledge of public procurement in education or wider public sector, including categories such as professional services, estates, facilities, IT.	E
Understanding of the Procurement Act 2023, DfE Buying for Schools routes and frameworks, and the Academy Trust Handbook procurement controls and governance expectations.	E
Significant experience leading complex, high value procurements end to end, including designing tender documentation, evaluation models and contracts.	E
Experience of establishing, awarding and managing contracts across a range of goods, works and services.	E
Experience of establishing, awarding and managing contracts under the legal frameworks.	D
Experience in a school, academy or education-related setting.	D

Skills and Aptitudes	
Excellent communication and interpersonal skills with the ability to build effective working relationships with members of the school/central team community and external stakeholders.	E
Excellent organisational and project management skills with the ability to plan and implement initiatives to a specific timeline.	E
Can demonstrate a collaborative, team working approach focused on solutions, improvement and supporting the vision, values and priorities of Emmaus CAT.	E
Commercially astute with strong analytical, financial and risk skills	E
Strong IT skills, with the ability to use and quickly learn administrative systems	E

Ability to meet strict deadlines while maintaining high levels of accuracy and attention to detail.	E
Ability to produce good quality written documentation that effectively communicates key progress information to different audiences.	E
Proactive and self-motivated, demonstrating initiative and seeing tasks through to completion.	E
High level of integrity, judgement and the ability to handle confidential information appropriately.	E
Special Requirements	
Satisfactory enhanced clearance with the Disclosure and Barring Services	E
Pre-Employment Health Check	E
Willingness and ability to travel to schools across the CAT and attend various key events	E
An appropriate understanding of child protection and data protection	E
Evidence of commitment to Continuing Professional Development	E



HOW TO APPLY



EMMAUS
CATHOLIC ACADEMY TRUST

EMMAUS Catholic Academy Trust

2nd Floor Crossgate House, 47 – 55 Cross Street, Sale, M33 7FT

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

@EmmausCAT



Applications should be made via our online recruitment portal, accessible from the Emmaus Catholic Academy Trust website.

Closing date: 9am on Tuesday 22 September 2026

We will be shortlisting on Wednesday 23 September 2026 and successful candidates will be informed in due course.

Interviews will take place: Tuesday 29 September 2026.

To apply for this position please follow the recruitment link which can be found on our website www.emmauscat.com/vacancies