



Job Description

Kings' Education

Job Title: Procurement Manager

Department: Operations

Reports to: Head of Operations

Job Scope

To lead the procurement team across the Kings' schools to ensure smooth and efficient daily operations in these areas. To develop and implement a strategy for the department.

Job Responsibilities

- To develop an annual plan for routine and scheduled procurement tasks for all three schools and the Kings' Education head office; to ensure strategic procurement within the timelines determined by the academic calendar.
- To continue efficient development of the business through process review with the aim of streamlining operational cost efficiency.
- To develop and embed an effective inventory process for stock control across the company.
- To negotiate contractual terms with suppliers to establish contracts that are commercially and operationally beneficial to the organisation.
- To effectively manage contract tenders and establish framework agreements, ensuring Kings' continuously receive competitive market rates.
- To lead and chair weekly meetings with direct reports.
- To provide regular operational updates to school leadership teams as appropriate.
- To manage the recruitment, performance and appraisal process for each direct report within the procurement team, including setting and assessing targets, performance management, and providing feedback.
- To establish and manage Service Level Agreements with new and existing service providers. Providing quality assurance in all areas of service delivery to ensure an outstanding level of service.
- To develop and empower direct reports for each site to ensure they are delivering in line with the job role.
- To be visible and accessible to school leadership teams for any issues or feedback in relation to Procurement.
- To liaise with other leaders within the Operations Leadership team to ensure all operational teams are working together effectively.
- To develop a system for managing daily requests to the Procurement department, supporting the schools' requirements in a timely and efficient manner.
- Work to hours agreed with the Head of Operations. It is understood that these may vary according to school events and requirements at various times in the year.
- Support the Head of Operations in the day-to-day effective running of school operations.

General Accountabilities

Supervisory Responsibility

Procurement Officers

Resource Centre Co-ordinators

Financial Responsibility

Procurement control

Working Conditions

Office space and PC

Job Competencies

Education and Experience

Education: To at least 6th Form level

Experience: Desirable leadership of procurement department, preferably in school setting

Knowledge, Skills and Abilities

Knowledge:

- Competent in ICT
- Awareness of school administration processes

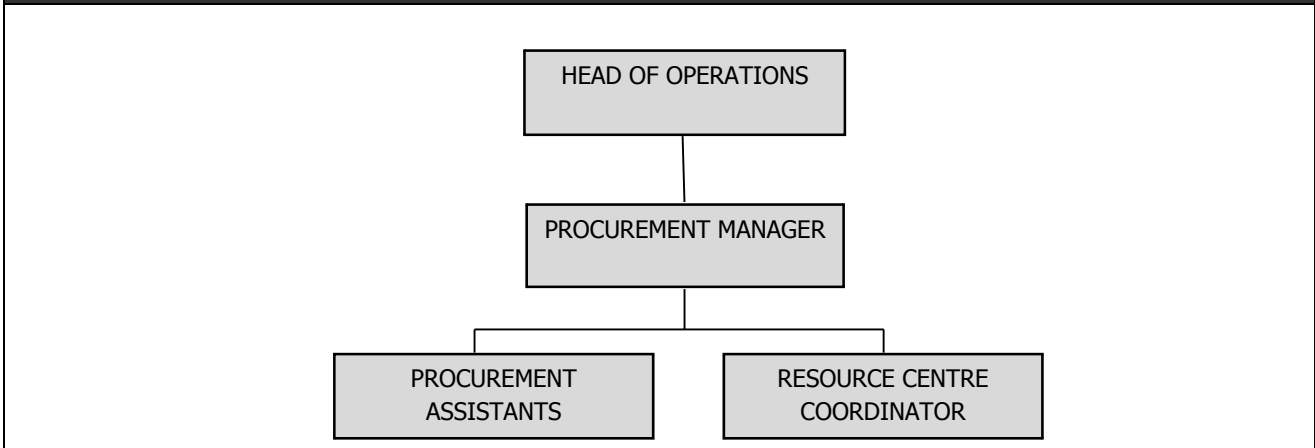
Skills:

- Strong verbal and written communication skills in English
- People leadership skills
- Excellent Communication Skills
- Organisation Skills

Personal Traits

A self starter with the ability to work as part of a team as well as taking own initiative. A positive and proactive person with the ability to innovate with new ideas. A confident and reliable member of the team.

Positional Organization Chart



JD Issuance

Prepared by:	Reviewed by:	Approved by:	Received by:
HR Manager	Head of Operations		
August 2016	August 2016	(Dates)	(Date)