



BRIGHTON COLLEGE

AL AIN

Job Description

Procurement Officer

BRIGHTON COLLEGE AL AIN

Brighton College Al Ain educates nearly 1,000 pupils aged 3 to 18, spanning the Pre-Prep (including EYFS), Preparatory (Years 1-5), and Senior (Years 6-13) sections. It offers a world-class learning environment where children are inspired to achieve their best academically, artistically, and athletically. The College places equal importance on developing character and fostering a lifelong love of learning. The curriculum is rooted in the British Curriculum, enhanced to reflect the College's location and its international community. Specialist teachers support pupils from the earliest years, delivering expertise in subjects like PE, Computing, Music, Arabic, Islamic Studies, and Modern Foreign Languages. A strong focus on English and Mathematics ensures a solid foundation for academic success.

Brighton College Al Ain prioritises breadth and enrichment through opportunities such as visiting speakers, museum trips, exhibitions, House competitions, and community events. Pupils benefit from state-of-the-art facilities across music, drama, science, PE, and more, ensuring a well-rounded education. High levels of learning are consistently achieved, with pupils stretched and challenged across all subjects.

Creativity, collaboration, and individual achievements are celebrated through productions, performances, sporting events, and co-curricular activities. These experiences, combined with academic excellence, lay the essential foundations for life beyond Brighton College Al Ain. Graduates pursue careers in diverse fields such as Medicine, Law, Engineering, Architecture, Finance, Business, Psychology, and Film, exemplifying the College's commitment to preparing pupils for bright and successful futures.

Our support team are integral to the success of the College and the outcomes for our pupils. The Procurement Officer plays a crucial role in ensuring that the College runs smoothly and efficiently. By managing the purchasing of supplies, equipment, and services, you will help maintain the College's budget, meet its operational needs, and support educational goals. Your ability to negotiate cost-effective deals, ensure timely deliveries, and adhere to regulations prevents unnecessary delays and overspending. Ultimately, the Procurement Officer helps create a well-equipped, organised, and resourceful environment that enhances both teaching and learning.

THE ROLE OF PROCUREMENT OFFICER

As a Procurement Officer for the College, you will be responsible for taking purchase requests from key stakeholders and obtaining price quotes from suppliers. Additionally, your responsibilities include contacting suppliers to schedule deliveries, manage school requirements, and process all requests and orders through the ERP system. This is a key role in the successful day-to-day functioning of the College which includes close monitoring and involvement in budget projections to management. You should be highly committed and possess excellent organisational and communication skills.

KEY DUTIES AND RESPONSIBILITIES

- Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing
- Work with internal stakeholders (teachers or operations staff) to determine procurement needs, quality and delivery requirements.
- Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance.
- Control and monitor expenses against approved budgets.
- Ensure compliance with company policy and relevant regulations.
- Effective vendor management to ensure high-quality delivery of goods and services to the schools at optimum price.
- Strong interpersonal and communication skills with high attention to detail.
- Manage supplier relationships, negotiating pricing, contracts, and payment terms.
- Ability to do a spend analysis to strategize procurement activities.
- Monitor and report on procurement activity, providing regular updates to management.
- Conduct market research and analysis to identify new suppliers and evaluate existing supplier performance.
- Participate in the development of the procurement budget and monitor procurement spending against budget.
- Identify areas for process improvement and make recommendations to management.

PROFESSIONAL DUTIES AND RESPONSIBILITIES

- Establishing effective operating policies, lean initiatives, and processes.
- Comprehensive understanding and experience of purchasing strategies and inventory management.
- Maintaining relations with preferred suppliers to ensure procurement of high-quality goods/services, expedient delivery, and dependable service at optimum price.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

Essential qualifications:

- Bachelor's degree in supply chain management, Business Administration, or related field.
- At least 5 years of experience in procurement or supply chain management, preferably in an education organization.
- CIPS Certified would be an added value.
- Resourceful and well-organized
- Strong knowledge of procurement processes, procedures, and best practices.
- Excellent negotiation and communication skills, with the ability to build and maintain strong supplier relationships.
- Strong analytical skills, with the ability to conduct market research and analysis to identify new suppliers and evaluate existing supplier performance.
- Demonstrated ability to manage and lead a team of procurement professionals.
- Strong organizational skills, with the ability to manage multiple priorities and meet deadlines.
- Experience with procurement software and systems, such as SAP or Oracle.
- Ability to work independently and as part of a team.

Personal attributes:

- High levels of personal integrity;
- Conscientious and able to focus on completing work to a consistently high standard;
- Flexible and positive approach to work;
- Excellent organisational and time-management skills;
- High attention to detail;
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved;
- Adaptable to working in a fast-paced, ever changing environment;
- Ability to work under pressure and remain calm;
- Proactive and willingness to take on multiple tasks;
- Self-motivated and enthusiastic;
- Ability to work independently;
- Must be a team player, willing to help and be flexible;
- Continually strive for improvement.

REMUNERATION

Competitive salary package

APPLICATIONS

All applications must consist of the following completed documents:

1. Fully completed TES online application form.
2. Letter of application (maximum one and a half sides of Garamond 12) addressed to Mr Oliver Bromley Hall, Head Master of Brighton College Al Ain. Please state clearly in your letter your relevant experience. This should be attached to your electronic application.
3. CV (maximum 4 sides) naming two referees, one of whom must be your current or most recent employer. This should be attached to your electronic application.

CLOSING DATE

Closing Date: 28th February 2025.

Please note:

Incomplete applications will not be considered and Brighton College Al Ain reserves the right to make an appointment at any stage of the recruitment process.

Due to the expected high levels of interest in this position, only candidates selected for interview will be contacted within 21 days of the closing date for applications.