



## 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 6<sup>th</sup> 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:

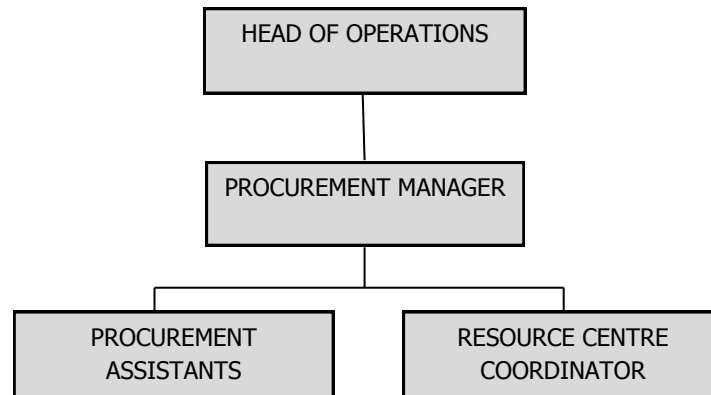
- Strong verbal and written communication skills in English
- People leadership skills
- Excellent Communication Skills
- Organisation Skills

### 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)