

Join us:

School Procurement Officer



Working for a Brighton College School

Brighton College schools are fantastic places to work. Brighton College is the leading co-educational school in the UK and was named 'UK School of the Decade' by *The Sunday Times* in November 2020.

Established in 1845, the College has grown exponentially since 2006 when Richard Cairns became Head Master. Since then we have moved from 147th in *The Sunday Times* results table, to 3rd – the best position ever achieved by a co-ed school. All Brighton College schools are renowned for their excellent academic results and innovative approaches, whilst placing kindness and community at the heart of their approach to education.



We take great pride in recruiting only the very best teachers to Brighton College. We know that outstanding teachers change lives. Teaching at all levels at Brighton is characterised by passion, academic rigour and innovation, with teachers taking an active rôle in designing and delivering our bespoke version of the English National Curriculum.



The Brighton College Family of Schools includes our three Prep Schools in the UK and five current international campuses, with our sixth site opening in Hanoi, Vietnam, in August 2023. In total, over 6,700 pupils are educated in Brighton College schools around the world. Working at a Brighton College school means having a base in one of seven exciting cosmopolitan cities - Brighton, Bangkok, Dubai, Al Ain, Abu Dhabi, Singapore and Hanoi.

This international network provides teachers and school leaders with the potential to make fruitful connections, and brings a range of opportunities for career progression and promotion. In addition, staff at Brighton schools frequently share best practice and benefit from CPD across the whole group.



Most importantly, Brighton College schools are happy places. Staff and pupils feel fulfilled, and our emphasis on kindness fosters a thriving intellectual, sporting and performing arts culture. We hope you will enjoy this opportunity to join a fantastic group of professionals working across our family of schools.



Our approach to education is regularly celebrated. In addition to being named 'UK School of the Decade' by *The Sunday Times*, Brighton College have also been named 'School of the Year' twice by the same publication; *The Week* named them 'Most forward-thinking school' in 2017 and 2019, 'Best in the UK for STEM' in 2020, 'Best for Community Outreach' in 2021, and 'Best for a Global Outlook in Education' in 2022. Spears Education Index ranked Brighton College and Brighton College Abu Dhabi as two of the top 100 schools internationally for four consecutive years from 2021, whilst Brighton College Bangkok won the International Schools Award 2022 for Diversity, Inclusivity and Justice. We've also been named 'Best British School in the UAE' by LUXLife Magazine and have been selected as a finalist in the Independent School Parent awards.

**BRIGHTON COLLEGE
INTERNATIONAL SCHOOLS**



94% GRADES 9-7 AT GCSE



**800+
teaching
staff**



99% A*-B GRADES AT A-LEVEL



30

**subjects
offered**



150+ CHARITIES AND PROJECTS SUPPORTED

11

**SCHOOLS IN THE BRIGHTON COLLEGE
FAMILY**

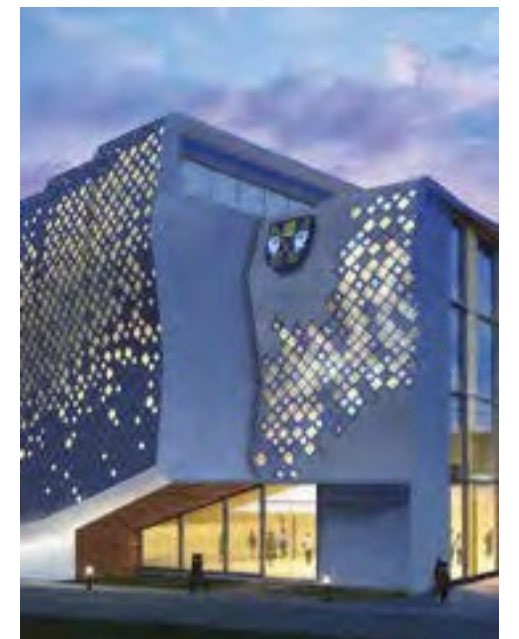


25+

**NUMBER OF COUNTRIES WHERE
OLD BRIGHTONIANS ATTEND
UNIVERSITY**



**6,700+
pupils in our
schools**



ABU DHABI LIFESTYLE

The standard of life is high in Abu Dhabi, services are efficient, and convenience is a strong feature of the day-to-day. Lifestyle options are diverse and vibrant, as might be expected in a city with over 200 nationalities living side-by-side.

1



SAFETY

Abu Dhabi is a leader in world-rankings for lowest crime rate in cities. The city's safe and calm environment is a renowned feature, providing a haven for family life, the young, elderly, women and children.

2



TAX-FREE INCOME

Tax-free salaries, available for all inhabitants of the United Arab Emirates, makes it one of the best locations to build one's future. An attractive prospect for expats and compelling reason to relocate!

3



ALL YEAR SUN

Abu Dhabi is sunny all year round. The city's average temperature hardly drops, and while the summer months are characterised by indoor and air-conditioned terrain, from September to May the comfortable, breezy weather allows for all manner of outdoor pursuits, from beach-bathing to dune-bashing, to exploring market souks.

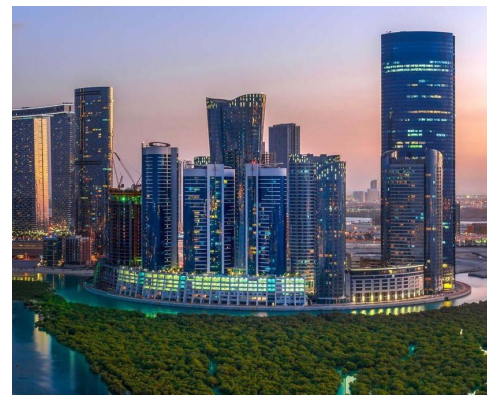
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LOW COST OF PETROL

Just a few years ago, fuel was cheaper than bottled water in the oil-rich UAE. While this may no longer be the case, it is still considerably less expensive than elsewhere in the world.

5



BOOMING REAL ESTATE

6 Abu Dhabi's real estate industry is thriving. Residents and visitors can easily rent or buy properties that fit their requirements and price range. Whether you choose the glittering, yacht-lined location of the Marina, the slick, sophisticated streets of Reem Island or the leafy, suburban areas like Bloom Gardens and Al Raha Beach, Abu Dhabi has it all.



TRAVEL

7 Abu Dhabi is the perfect 'hub' for travel, offering inexpensive and accessible adventures to much of Asia, Europe and Africa. Its favourable geographical location makes the city one of the best places in the world for tourism. Abu Dhabi has multiple daily direct flights to all major UK cities.



ARCHITECTURE

8 The Government of Abu Dhabi invest huge amounts of money to progress the city's economy, resulting in a breath-taking city-scape from the infamous Grand Mosque, to the Louvre Musuem.



FOOD, GLORIOUS FOOD

9 If you're an 'adventure' when it comes to food, you've come to the right place! Abu Dhabi features plenty of restaurants that serve local and international dishes: American, Chinese, Indian, Lebanese, Mediterranean, Vietnamese, Turkish and more – you name it! On the other hand, if you prefer to eat at home, most outlets offer take-out and delivery services.



NEVER A DULL MOMENT

1

Abu Dhabi is sometimes described as a 'playground for adults', and the range of experiences and opportunities available here lend credibility to the idea.



Brighton College Abu Dhabi is looking to appoint a School Procurement Officer.

About the role

School Procurement Officer

As a Procurement Officer, you will be responsible for taking purchase requests from key stake holders and get 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.

Key Duties and Responsibilities

- Assist in the selection of appropriate suppliers and contractors to promote good procurement practices 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 strategies 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 the budget
- Identify areas for process improvement and make recommendations to management.
- Prepare and present **monthly reports on operational expenditure (OPEX) and capital expenditure (CAPEX) to the MSO**, highlighting trends, variances, and recommendations for cost optimisation.
- Conduct **quality control evaluations** of delivered goods and services to ensure adherence to contractual standards and specifications.

- Develop and maintain a **vendor performance scorecard, emphasising quality assurance**, delivery timeliness, and cost-effectiveness.
- Implement and monitor sustainable procurement practices to align with the school's corporate social responsibility (CSR) goals, **as required under ADEK's sustainability policy**.
- Collaborate with the Operations team on procurement for special projects, such as renovations or expansions, by developing project-specific procurement plans and ensuring timely delivery within budget.
- Establish a protocol for urgent procurement requirements to ensure minimal disruption to school operations.
- Work with the MSO and Inventory Officer to **enhance vendor efficiency**, ensure optimised procurement cycles, and ensure effective inventory management.

Personal 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.



Person Specification

Brighton College Abu Dhabi is an exciting place to work, and it is our staff who will make our community such a vibrant and stimulating environment.

The success of Brighton College Abu Dhabi will be due to excellent and innovative staff. Above all, therefore, we are looking for individuals who foster a passion for high level customer service and who demonstrates an ability and genuine desire to develop a premium school.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- 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.
- Proven experience in **CAPEX and OPEX tracking**, reporting, and analysis.
- Demonstrated expertise in **quality assurance** within procurement processes, ensuring high standards in goods and services.
- Demonstrated expertise in **project-based procurement for renovation or construction**, preferably within the education sector.
- Strong familiarity with **UAE regulatory and compliance frameworks**, particularly those relevant to education (e.g., ADEK).

The application process

Applicants should send an up-to-date CV to hr@brightoncollege.ae.



Please note:

Incomplete applications will not be considered and Brighton College Abu Dhabi reserves the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that submit their applications as soon as possible.

Remuneration

Brighton College Abu Dhabi offers a competitive remuneration package which includes an attractive tax-free salary.

Safeguarding and equal opportunities

All Brighton Colleges Abu Dhabi is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the successful completion of pre-employment checks, including an enhanced police

check, the receipt of satisfactory references, the College's pre-employment medical questionnaire, relevant original ID documentation and examination certificates. Online searches may be done for prospective candidates as per our safer recruitment policy.

The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective, and which promotes equality of opportunity.