

Northumberland County Council
JOB DESCRIPTION

Post Title: Project Support Manager	Children's Services Directorate		
Grade: TBC	Workplace: Hadrian Learning Trust: Hexham Middle School and Queen Elizabeth High School, Hexham		HRMS Ref:
Responsible to: Chief Financial Officer (CFO)	Date: August 2020		

Job Purpose: The post holder will be required to support the development and delivery of a range of programmes to help us prepare to move our two schools onto one site. They play a key role to assist the project team in areas such as:

- Procurement of a wide range of supplies and services
- Development of policies and procedures
- Implementation and monitoring of new systems
- Communication to internal and external stakeholders

Resources	Staff	Support of senior leaders and liaison with teaching and non-teaching staff throughout the organisation.
	Finance	Revenue and capital project budgets.
	Physical	School Information Systems, Office Equipment, School Buildings.
	Clients	Internal (Teachers, Other Staff, Pupils, Trustees) and External (Parents, Visitors, Members of the Public).

Duties and key result areas:

The main duties of the post are to:

- Organise own workload and priorities on a day-to-day basis using own initiative and knowledge of work (this is a largely autonomous role; direct supervision is minimal).
- Provide executive project support for the new build project team.
- Project manage a range of trust activities, in particular in relation to the new school buildings, but also in relation to the ongoing development of systems and procedures in the trust to achieve sustainable school improvement.
- Provide support for larger tender activities. Develop work specifications and, where necessary, take the lead on the contract procurement process for smaller purchases, in accordance with the Trust's procurement policies.
- Set up systems to monitor service contracts.
- Ensure expenditure is linked to the schools' budgets and seek to achieve cost savings/value for money.
- Support the development of new policies and procedures.
- Take a lead role in the design and development, implementation and monitoring of robust new systems.
- Manage communications activity – to both internal and external stakeholders, including marketing and promotion of new facilities.
- Support the completion and submission of monitoring forms, returns etc., including those to external bodies.
- Undertake ad hoc analysis, as required, and provide information, including undertaking research, obtaining information and reviewing detailed documents, seeking external advice where appropriate.
- Be responsible for the provision of advice and guidance to leadership teams, interpreting matters of policy, procedure, statute etc., to ensure the schools' compliance and initiate appropriate action arising.
- Liaise between members of the SLT, teaching staff and support staff, and external clients as required, setting up meetings and reporting back to the project team.
- Ensure compliance with regulations, including financial and health and safety rules and other school policies and procedures.
- Draft papers and other information to report to trustees.
- Take minutes at relevant meetings.
- Support recruitment and training of staff, including drawing up job descriptions and advertisements e.g. for new sports facilities staff.
- Identify and progress any related funding opportunities.
- Develop constructive relationships and communicate with other agencies/professionals.

Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute to the overall ethos/work/aims of the Trust.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development as required.
- Comply with and assist with the development of policies and procedures.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements**Transport requirements:**

None

Working Patterns:

37 Hours full time, full year. May be required to work on evenings to attend meetings.

Working Conditions:

Mainly office-based

Northumberland County Council
PERSON SPECIFICATION

Post Title: Project Support Manager	Workplace: Hadrian Learning Trust (Hexham Middle School and Queen Elizabeth High School, Hexham)	REF:
ESSENTIAL	DESIRABLE	ASSESS BY
Knowledge and Qualifications		
Excellent literacy and numeracy skills Considerable ICT skills – Microsoft Word and Excel Excellent analytical, organisational, project management and time management skills	Degree or equivalent in a relevant discipline Significant experience and understanding of the key issues facing schools Project management, procurement or other relevant qualification	Application Interview Task
Experience		
Significant recent and relevant experience of <ul style="list-style-type: none"> • procuring supplies and services • implementing changes to systems or new ways of working • formulating and implementing policies and procedures Experience of written communications to a range of stakeholders Experience of working at a managerial level Experience of a busy and sometimes pressurised office environment	Experience of working in educational establishment at a managerial level Experience of driving cost/time savings To have had experience of ICT packages used in school and be able to operate them with confidence e.g. SIMS, PS Financials Knowledge and experience of whole school procedures, organisation and structure so that work can be prioritised and synchronised Knowledge of education issues and/or governance issues	Application Form References Interview Task
Skills and competencies		
Very high level of interpersonal skills, including negotiation and influencing skills Ability to work to tight deadlines and produce accurate information Ability to work as part of a team and develop productive working relationships that command respect, trust and confidence Ability to work flexibly to meet the needs of school Ability to maintain a clear overview of the key issues and prioritise effectively Ability to provide instructions and guidance to other staff High levels of integrity, autonomy, and self-motivation.		Application Form/Task Interview Task
Physical, mental and emotional demands		
Continuous periods of concentrated mental attention and pressures from deadlines, interruptions or conflict Mental attention – high level of detail and precision is required		Application Form and Interview Task
Other		