

Job Description

Role:	Estates Project Manager
Reporting to:	Head of Estates Projects
Principal location:	Strood, Kent with travel to other academies as required
Salary:	LAT Scale

Leigh Academies Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Purpose of this role

To ensure each academy is maintained and developed to support the trust's educational vision. The position of Estates Projects Manager will be as part of a small team, working across the estate on the delivery of projects focussing on capital works across a wide spectrum from refurbishments, remodelling, lifecycle of building services, larger maintenance projects, extensions and new builds.

Main responsibilities:

1) *Developing project briefs:*

Collaborate with key stakeholders to define the project's scope, outlining specific facilities, functionalities, compliance requirements, and sustainability considerations.

Work with relevant professionals (architects, quantity surveyors) to develop preliminary cost estimates based on the project brief, ensuring feasibility and informing funding approval processes.

2) *Develop and manage project plans:*

Define project scope, timelines, budget, resources, and potential risks.

3) *Lead project execution:*

Oversee all aspects of the construction project, ensuring adherence to the plan and meeting quality standards.

4) *Manage project team:*

Provide leadership and guidance to internal staff (e.g., facilities team) and external contractors involved in the project.

5) *Monitor progress and identify issues:*

Regularly track progress against the plan, identifying and mitigating any delays, budget overruns, or quality concerns.

6) *Manage project budget:*

Overseeing project finances, ensuring costs stay within budget and addressing any financial deviations promptly. Prepare financial reports: Providing regular financial reports to the academy trust leadership team, detailing project expenditures and budget utilisation.

7) Stakeholder Management:

Communicate effectively: Maintain clear and consistent communication with all stakeholders, including the academy leadership team, Trust Executive, contractors, parents, and local authorities. Manage stakeholder expectations, ensure all parties are aware of the project goals, timelines, and potential challenges. Foster positive relationships with all involved parties to ensure smooth project delivery.

Additional Responsibilities:

- Health and safety: Ensuring adherence to all health and safety regulations on the construction site.
- Safeguarding: Complying with safeguarding policies and procedures to protect children and vulnerable adults.
- Legal compliance: Ensuring the project adheres to all relevant building regulations and legal requirements.
- Reporting and documentation: Maintaining accurate project documentation and reporting progress to the academy trust leadership team.

Notes:

- The postholder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description..
- Reasonable travel will be required in the post holder's own vehicle.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

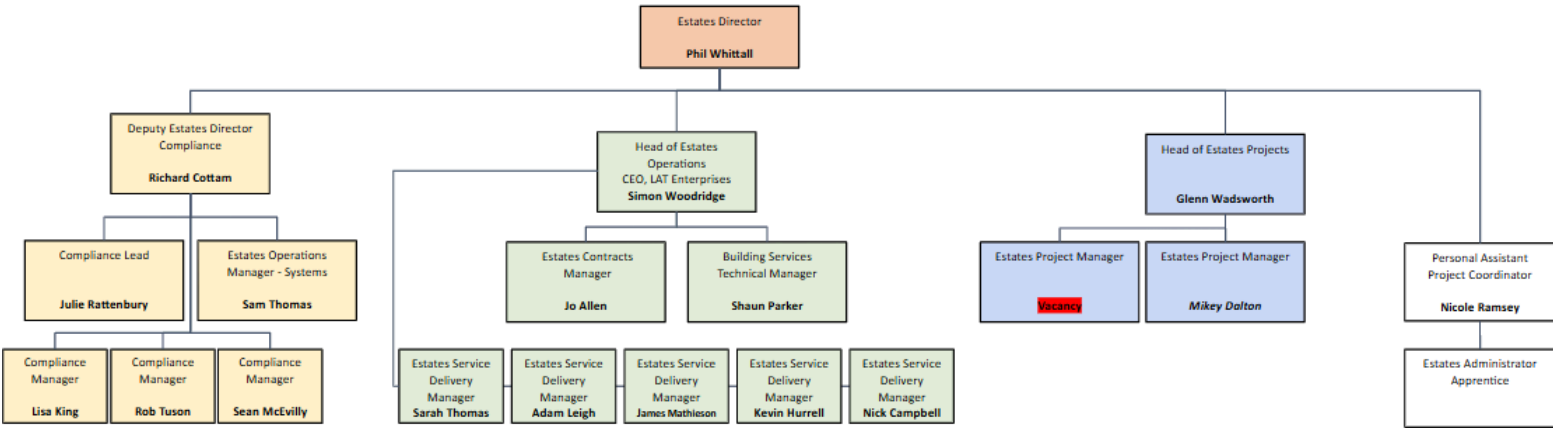
Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and

may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the business at the reasonable discretion of the Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Leigh Academies Trust Estates Services Structure



Person Specification

Competencies Required	Essential	Desirable
<i>Technical competencies</i>		
Project Management Qualification (PMI, PRINCE2, AMPG, RICS or similar) or demonstrable experience	✓	
Membership with Association of Project Management (or equivalent body)		✓
NEBOSH Certificate or equivalent		✓
Ability to demonstrate significant experience of working in a similar environment or comparable industry sector	✓	
Demonstrate significant experience of delivering multiple projects over multiple site simultaneously	✓	
Experience of managing building projects in an educational setting (Primary - Secondary - Further - Higher)		✓
Leading and managing (inc outsourced) multidisciplinary project management teams and main contractors	✓	
Construction Project Management experience from concept to completion (All RIBA Stages)	✓	
Demonstrable experience using construction specific Contracts (JCT, NEC)	✓	
Ability to write specifications for works (NBS)	✓	
Manage Public Sector tender process		✓
Manage Project budgets and expenditure reporting	✓	
Financially astute and with excellent budgetary management experience	✓	
Knowledge of statutory compliance in public buildings	✓	
Ability to manage CDM 2015 regulations fully	✓	
A working knowledge of building, surveying asset management software		✓
Excellent computer skills (Office 360 or Google suite etc)	✓	
Experience of creating business cases in order to seeking funding opportunities		✓

<i>Personal competencies</i>		
Communication skills: Excellent written, analytical and verbal communication skills. Ability to write concise and informative reports to be read and understood by all stakeholders	✓	
Drive and resilience: Increased energy and effort when circumstances demand to achieve positive results	✓	
Influence and negotiation: Persuades and negotiates by building common ground and listening in order to positively influence situations	✓	
Innovation: Generates new ideas and tries out different approaches	✓	
Response to change: Communicates change and helps to make change work by supporting others	✓	
Teamwork: Encourages teamwork by actively supporting others and promoting the team	✓	
Ability to work at a pace and with accuracy to meet deadlines, ability to prioritise	✓	