JOB DESCRIPTION

**Project Manager**

**Department**  Projects

**Line Manager**  Project Director

**Key Responsibilities:**

This key role for the department will expertly combine supporting primarily the Project Director (PD), and also the Project Finance Manager (PFM) and dealing with Contractors and Consultants to successfully deliver capital projects.

**Working relationships**

* Provide information and support, where required to maintain a link with the operations and academic side of the School.
* Assist with contractors access to the existing ‘live’ site, and ensure that safeguarding procedures are adhered to and permits are in place.

**Main duties and responsibilities**

**Project deliverables**

* To work autonomously on projects up to £5 million, this includes establishing briefs, engaging consultants, gaining approval for the project, constructing building, and following through on snagging.
* Ensure that correct procurement processes (quotations/tenders, order of goods/materials,

authorisation of invoices, exercise of budgetary control etc) are carried out in accordance with

the School’s financial regulations.

* Check that agreed work by staff or contractors has been completed satisfactorily and following up on any snags or incomplete work;
* Monitor projects against agreed programmes. Raise awareness of items on the critical path which are at risk of not being delivered.
* Respond appropriately to emergencies or urgent issues as they arise. Maintaining a record of incidences, accidents and complaints and how they were dealt with or resolved.
* Writing reports for governors’ meetings on projects
* Communicating with School staff on the progress of projects
* Issuing key information to consultants, when required.
* Liaising with the PFM to resolve any financial queries.
* Logging and updating programmes across all capital projects.
* Tracking schedules of decant and furniture orders.
* Keep schedules to follow up with suppliers and staff on delivery dates.
* Assist with the specialist fitting of artefacts, art work, wall hangings.
* Attend meetings, with contractors, design team, other consultants and other staff members
* Deal with coordination of contractors and site issues

**Administrative Support for the Projects Department**

## Lead on the administration of the Projects Department; assist the Project Director in streamlining administrative procedures, identifying opportunities for greater efficiency in office processes.

## Provide routine day to day administrative support to the PD & PFM, including (but not limited to) diary management, expense claim processing, room booking, minute taking, keeping departmental records.

## Deputise for the PD & PFM, as required.

* Assist with preparation of papers for Property Committee, Finance Committee, Treasury Committee and Governing Body.
* Assist with cheques and invoice payments on Concur.
* Run financial reports off SAGE for monthly reporting.
* Any other duties as reasonably required by the PD.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils.  Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct.  Staff will receive appropriate child protection training which is regularly updated.

**Essential qualities, skills and experience**

* A strong undergraduate degree or equivalent experience
* Experience of working in construction, capital projects, architecture or surveying, with practical experience of managing processes for construction projects
* A qualification in a field related to Project Management, Quantity Surveying, or Architecture
* A creative and logical approach to work, with the ability to take the initiative, problem solve, be proactive and work accurately under pressure.
* Be able to work in an ever-changing environment, be able to prioritise and thrive in an environment where issues arise regularly which need immediate attention.
* A confident, cheerful and outgoing disposition.
* Ability to work in a small cohesive team
* Ability to work within a diverse community of stakeholders and colleagues
* Meticulous attention to detail and high standards of accuracy.
* A very high standard of written and spoken English and excellent level of numeracy.
* Proven organisational and administrative abilities in an office environment.
* Advanced IT skills in order to provide IT support for the Director

**Hours of work**

Full time post, to be worked Monday – Friday. The seniority of this position means that the post-holder will be expected to work such hours as are necessary to complete the work. Some flexibility is therefore required to cover some ‘out of hours’ meetings e.g. site meetings.

**Contract**

This is a permanent role.

**Holidays**

25 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>)

*NB: The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days, however this is non-contractual and does not affect annual leave entitlement.*

**Salary**

£40,000 - £45,000pa, dependent on skills and experience

**Benefits**

* After one years’ service, part remission of fees at St Paul’s School / St Paul’s Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement.  The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
* Free daily hot lunches provided in the School dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
* Free parking on site.
* St Paul’s employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500.
* Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
* Stakeholder Pension Scheme.
* Death in Service benefit.
* Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
* Policy for funding external professional development, and reimbursement of relevant professional membership fees.
* After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.

***April 2019***