



LORD
WANDSWORTH
COLLEGE

• HAMPSHIRE •

Lord Wandsworth College Estates Project Manager (fixed term)

Candidate Pack



Role Profile

Responsible to:	Director of Estates
Location:	On Campus at Lord Wandsworth College and St Neot's Prep School
Contract:	Fixed term contract-12 months
Salary:	c£45,000.00 per annum

Benefits

We offer a vast range of staff benefits including:

- 28 days holidays plus Bank Holidays (pro rata for part time staff)
- Contributory pension scheme
- Fee remission for children
- Enhanced family friendly policies including support for emergency time off for dependants
- Friends and Family referral scheme (£250 for each referral)
- State of the art, restaurant quality hot and cold food available
- Give as you earn and staff volunteering day
- Death in service scheme - 4 times your annual salary
- Use of wide-ranging school facilities - swimming pool, tennis, walks, trails etc
- Excellent social and sporting events for staff within the school

Role outline and purpose

The primary function of this role is to support the Director of Estates with driving forward and accelerating various strategic plans and projects across LWC.

This role will include major construction projects as well as the delivery of refurbishments, maintenance, and infrastructure improvements with minimal disruption to the school community.

Role responsibilities

- **Project Management:** Oversee and coordinate multiple projects, including classroom refurbishments, dormitory upgrades, infrastructure works, roof repairs, and external painting
- **Liaison & Coordination:** Act as the key point of contact between the College, building surveyors, contractors, and external consultants, ensuring smooth communication and efficient project execution
- **Quality Control & Compliance:** Monitor the progress of projects, ensuring that work is completed to the required standard, on time, and within budget. Ensure compliance with relevant health, safety, and building regulations
- **Stakeholder Engagement:** Communicate effectively with staff, pupils, and other stakeholders, ensuring transparency and minimising disruption to teaching and boarding activities
- **Risk Management:** Identify potential risks associated with each project and implement appropriate mitigation measures
- **Reporting & Documentation:** Maintain accurate records of project progress, contractor performance, and financial tracking. Provide regular updates to the Director of Estates
- **Site Inspections:** Conduct regular site visits to ensure workmanship quality, adherence to agreed specifications, and that works progress efficiently

Person Specification

- Relevant qualifications such as PRINCE2 in project management, construction, building surveying or related field
- Proven experience managing projects or as a clerk of works, ideally within an educational, heritage or similar environment

Behaviours and competencies

- Excellent stakeholder management skills with the ability to communicate effectively with diverse groups
- Strong problem-solving skills with a hands-on approach to project delivery
- Ability to work independently while collaborating effectively with internal teams and external contractors
- Proficient in Microsoft office suite including word, excel, power point and outlook with strong general computer literacy
- Hold a strong understanding of the importance of Safeguarding and Child Protection
- Be proactive in matters relating to health and safety
- Demonstrates a commitment to the values and pillars of LWC
- Demonstrates commitment to diversity and inclusion practices

Key Stakeholders

- Business and Academic Staff
- Contractors and Suppliers



Lord Wandsworth College

A different kind of school for a wonderfully open world

Uncertainty is a gift to those with a wide perspective, an open mind and the space and the safety to explore. Our job is to widen students' worlds so nothing is beyond their grasp.

We've been 'widening worlds' since 1922, when LWC was founded by Sydney Stern (Lord Wandsworth) to support orphans. In those days, this widening of worlds was very much a response to the fact that orphans' worlds had contracted or collapsed very suddenly. The school expanded their opportunities, connecting them - via our vast acreage and farmland - with a path into agriculture.

These days, the future is far less known; vocations harder to predict. And so the need to widen worlds is more profound. We support and inspire students, around 700 of them, to be able to forge their own futures, each one more exciting and extraordinary than any goal they could have envisaged at the start. Wonderfully, our students' successes make our world bigger too.



Appointment process and how to apply

Please apply via our LWC website using the Hire Road platform.

The closing date for application is 26th June 2025. The college reserve the right to close the role early.

Should you wish to discuss the role in strict confidence please feel free to contact Lidia Pocock, Director of Estates via pocockl@lordwandsworth.org.

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed ensuring the safety and protection of our employees from all forms of harm.

Appointments will be made subject to receipt of satisfactory references and enhanced DBS check. The College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a Disclosure and Barring Services (DBS) check and references. We are an equal opportunities employer.

Lord Wandsworth College is a registered charity (Number: 1143359) providing outstanding caring education for boys and girls since 1922.



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