



Project Manager



Reach Schools

Welcome,

We're delighted to announce that **Reach Schools** will be opening a brand new school, **Reach Academy Hanworth Park**, in September 2024.

Building on the continued success of **Reach Academy Feltham**, our new school will serve a singular mission, to ensure that:

every single pupil will leave us with the skills, attributes and academic qualifications to go on to enjoy lives of choice and opportunity.



We're currently looking for **Project Manager** to help us do just this.

In the following pack, we hope to do the following::

- Share some background information about the evolution and direction of **Reach Schools**;
- Provide a description of the **Project Manager** role and an indication of the types of skills and attributes we're looking for; and,
- Provide information about **how to apply** for the role, if interested.

If you have any questions at all, please don't hesitate to contact me directly on rebecca.cramer@reachacademy.org.uk.

Best wishes,

Rebecca

About us

Reach Schools





Reach Schools

Reach Schools is the (new) name of our multi-academy trust. It belongs to a wider ecosystem of organisations based in Feltham that works to incubate ideas and improve outcomes for our community in Feltham—and beyond.

Reach Schools works in partnership with the **Reach Children's Hub** to *deepen* our impact in Feltham and the **Reach Foundation** to *expand* the impact of our pioneering work nationally.

The following pages provide a quick overview of our schools and some related activities.

Further information about Reach Schools' evolution can be [found here](#).



Reach Academy Feltham

est. 2012

Our first all-through school.

We've created a community of pupils, parents and teachers united by the highest expectations of what every young person can achieve *and* the commitment to do whatever it takes to help them get there.



Feltham College

est. 2022

Our pioneering sixth-form college.

Reach College is the the first sixth-form college in the country to be founded by a partnership of education, business, and health service providers whose sole focus is broadening choices and opportunities for young people in Feltham.



Reach Academy Hanworth Park

est. 2024

Our new all-through school.

Opening in September 2024, Reach Academy Hanworth Park will serve 1,080 pupils in Feltham; located on a site adjacent to Reach Academy Feltham.



Reach Training

In addition to running our three schools in Feltham, Reach Schools provides **Initial Teacher Training** (in partnership with SWTT), **Teaching Internships** and an expanding suite of **Foundation Degrees**.





Reach Children's Hub

Early in the development of Reach Academy Feltham, we realised that a great school was necessary but not sufficient to ensure that *every* child in Feltham could enjoy a life of choice and opportunity.

We found that many of our students required deeper and more wide-ranging support than a school is typically able to provide.

In 2018, we set up the Reach Children's Hub to provide an integrated pipeline of support for local children and families to complement the work of the school.

Informed by international evidence and local experiences, our Hub creates space to curate insights and accelerate real change. The Hub's provision, then, is ever-evolving; responding to the community's needs.

In partnership with a wide-range of partners, the Hub currently provides perinatal support, early years workforce training and development, parenting programmes, community organising, careers support and much, much more.



Reach Foundation

The Reach Foundation works in partnership with schools, trusts and related organisations around the country to develop and deliver integrated pipelines of cradle-to-career support, grounded in great schools.

At present, the Foundation is focusing its efforts on:

- Building partnerships with all-through schools and trusts to curate insights and accelerate change by facilitating peer-to-peer learning and sharing our insights with schools and policymakers nationwide.
- Developing school and trust leaders with the capacity to catalyse and sustain the transformational change their communities desire. The Foundation delivers highly-focused leadership programmes to ensure these leaders possess the knowledge, agency and relationships to affect systems change.

About the role

Project Manager, Reach Academy Hanworth Park



Role overview

Opening a new school represents an exciting opportunity for a talented project manager to develop their skills whilst undertaking fulfilling and challenging work.

Reach Academy Hanworth Park will open in September 2024 with 60 children in Reception and 90 children in Year 7. Over the next 12 months, the Project Manager will lead on all work to ensure we're set up for a successful launch—i.e. placing each and every founding member of our new community on a path towards a life of choice and opportunity.

The successful candidate will work directly with the CEO of Reach Schools and closely with the CEO of the Reach Foundation, as well as the Department for Education, contractors and other stakeholders.

The ideal candidate will be supremely organised, an excellent communicator, and driven by a desire to help realise the vision of Reach Schools.



Role responsibilities

- Design a project plan that delivers the new school by September 2024;
- Work closely with Reach Schools' trustees and leadership team to ensure that all parties feel connected and informed about the progress of Reach Academy Hanworth Park;
- Work closely with the local authority and local schools to maintain excellent lines of communication and trusting relationships;
- Work closely with contractors, attending all meetings between Reach Schools and the contractors and making sure actions are carried out to a high-standard;
- Work closely with the team at the DfE, attending all meetings between Reach Schools and the DfE and making sure actions are carried out;

- Manage the Section 10 consultation process;
- Oversee delivery partners on all aspects of the school opening, including but not limited to, uniform design and procurement and MIS and back office system design and procurement;
- Oversee and manage the recruitment and induction process for new staff and new students to Reach Academy Hanworth Park;
- Coordinate the Principal Designate (once appointed) and the existing expertise in Reach Schools to ensure that sufficient curriculum work is carried out while avoiding duplication of effort;
- Maintain accurate financial records and general action logs throughout the lifespan of the project;
- With all aspects of the design and delivery of Reach Academy Hanworth Park, being mindful of the relationship with Reach Academy Feltham and Reach Schools.

Personal specification

Required:

- Excellent communication, interpersonal & organisational skills
- Excellent analytical numeracy and literacy
- Ability to work in Feltham as needed
- Unwavering belief in the vision of Reach Schools

Desired:

- Project management experience
- Experience of working in or with new start schools

Role details

Reports to: CEO, Reach Schools

Start date: 1st September 2023 (or as soon as possible thereafter)

Salary: £45-55k per annum

Contract term: 1 year

Location: Feltham, with the option to work from home flexibly

We embrace flexible working and welcome applications from those wishing to work flexibly.



About the process

How to apply

How to apply

1. Please **read our ['Safer recruitment' statement](#)** on the following pages below.
2. [Follow this link](#) to **complete an online application form**.
 - The deadline for application is Thursday 31st August 2023 at 5pm. We actively encourage early applications. Applications will be reviewed as and when they are received.
3. Suitable candidates will be contacted and invited to attend a **virtual/telephone screening**.
4. **In-person interviews** will be held during the weeks immediately following and preceding the application deadline detailed above.

If you would like to have an informal conversation to discuss the role, please contact the CEO of Reach Schools, Rebecca Cramer, directly on rebecca.cramer@reachacademy.org.uk

Safer recruitment

Reach Academy is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

Reference checking

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

Online searches

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Probation

All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal opportunities

Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.