

## Job Description

Post Details	Last Updated: November 2024
<b>Job title</b>	Project Management Officer
<b>Department</b>	Central Operations Team
<b>Grade</b>	LPT Grade 7
<b>Place of work</b>	Learning Partners Academy Trust central team offices in Guildford
<b>Responsible to</b>	Head of Projects and Operational Strategy
<b>Responsible for</b>	N/A
<b>Internal communication</b>	COO, CEO, Central team, headteachers, school business managers, school administrators
<b>External communication</b>	Partner organisations, key suppliers, school business managers

### A. Job Purpose Statement

The Learning Partners Academy Trust Central Services team is the core operations centre providing support to schools delivering the mission to be “leading schools where children thrive”. The team run numerous mid-level and major projects deliverable across all schools.

The Project Management Officer will support the Head of Projects & Operational Strategy as delegated project facilitator to support delivery of centrally driven projects and administrative services.

### B. Key Responsibility Areas:

- Project facilitation and coordination
- Resource support and signposting
- Support risk review and issue resolution
- Policy compliance
- Stakeholder engagement

### C. Core Purpose of Role

*This is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities.*

Supporting the central operations team and school business managers in the delivery of a strategic and growth programme of works. The post holder will initially be required to undertake facilitation of the conversion and transfer of all schools joining the trust.

- Lead the facilitation and preparation of Conversion & Transfer package options for schools joining the Trust.
- Track and lead on project stages to oversee adherence to project plans, timelines and deliverables and provide ongoing updates to the team, ensuring projects are delivered on time and within budget.
- Act as primary point of contact for project-related queries from internal stakeholders, school business managers, schools and trustees.
- Lead project engagement and provide timely updates and feedback.
- Facilitate communication between internal and external stakeholders involved.
- Be responsible for project tracking by maintaining project performance data and producing regular internal and external project reports and insights and organising project review meetings, if required.
- Be responsive and proactive in identifying issues, risks, lessons learned and potential slippage in project plans and support decision making by developing options for possible solutions, escalating as necessary and working with internal and external stakeholders to agree appropriate actions.
- Review and restructure the conversions processes and procedures, as required.
- Oversee the tracking and maintenance of records and files of all correspondence, minutes and reports.
- Contribute to the continuous improvement of project management processes and practices and provide feedback and suggestions for process enhancements.
- Ensure all project activities adhere to Trust and regulatory policies and procedures.

The post-holder will deliver these responsibilities with regard to the ethos and values of the Trust, ensuring that our focus remains on securing excellent outcomes for the children in our schools.

## D. Expectations

The post holder is expected to take a leadership role in promoting the Learning Partners values:

**Ambition for All** – we will always strive for excellence – in every school, for every child.

**Better Together** – we will collaborate and work together in partnership with others to improve outcomes for all.

**Learning that Inspires** – We will enable everyone to access inspirational and thoughtful learning, stretching their horizons.

**Brave Innovators** – We will restlessly pursue creative and innovative ways of enriching the education of all children.

**Guided by Integrity** – We will be open, transparent and make decisions fairly.

All Learning Partners staff are expected to:

- Contribute effectively to raising student achievement and maintain a positive and supportive culture where all can fulfil their potential and be happy.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Help maintain a safe working environment by:
  - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
  - Following local codes of safe working practices and the School's Health and Safety Policy.

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 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Learning Partners Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

## E. Summary

Every effort has been made to explain the main duties and responsibilities of this role, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO to undertake work of a similar level not specified in this job purpose.

As the trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The trust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

## F. Person Specification

This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

		<b>Essential /Desirable</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to A' level standard or equivalent</li> </ul>	E
	<ul style="list-style-type: none"> <li>Relevant vocational and/or professional qualification(s) relating to business administration and/or Project Management</li> </ul>	D
<b>Knowledge/ experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an administrative role</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of minuting meetings and undertaking follow up actions</li> </ul>	D
	<ul style="list-style-type: none"> <li>Able to work with a variety of managers and key stakeholders in an effective manner</li> </ul>	E
	<ul style="list-style-type: none"> <li>Highly confident in the use of Microsoft Office to include Word, Excel and PowerPoint</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>	D
<b>Skills/abilities</b>	<ul style="list-style-type: none"> <li>Attention to detail and ability to check for accuracy</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of SharePoint, workflows and Automations</li> </ul>	D
	<ul style="list-style-type: none"> <li>Proven knowledge and experience within project management</li> </ul>	E
	<ul style="list-style-type: none"> <li>Able to use initiative and think through problems to find solutions</li> </ul>	E

	<ul style="list-style-type: none"> <li>• Able to work as part of a team with a strong focus on working together to achieve results</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to deliver assigned projects on time</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to respond flexibly and adapt to changing deadlines</li> </ul>	E
	<ul style="list-style-type: none"> <li>• A self-starter with the ability work tasks through to completion</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to work largely independently on a self-managed basis</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to communicate effectively both verbally and in writing</li> </ul>	E
<b>Aptitudes/ Personal qualities</b>	<ul style="list-style-type: none"> <li>• Discretion and integrity</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Calm under pressure</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Systematic and methodical approach to work</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Awareness and sensitivity to be able to work successfully within an education environment</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Full driving licence to enable movement between sites</li> </ul>	E

Signed (postholder): \_\_\_\_\_

Date: \_\_\_\_\_