



Recruitment of Executive Project Manager

working with the directors in the Central Team

Coombe Academy Trust is seeking a dynamic and motivated professional to join us for a one-year period as our Trust Executive Project Manager.

This is a rare and exciting opportunity to work at the heart of the Trust, leading non-academic operations and delivering key projects that will shape the future of our schools. The role combines operational leadership, project management, and strategic development, offering the postholder direct exposure to the CEO, Directors, and Trustees.

Whether you are seeking to broaden your professional experience or to apply your expertise to make a lasting impact, this fixed-term role provides the chance to contribute meaningfully to the Trust's growth and operational excellence.

We welcome pre-arranged visits to the Trust to discuss the role or a meeting via Google Meet, this can be arranged through contacting us by email on: hrdirector@coombe.org.uk

Salary Grade I points 33-38 £46,968 - £52,194 FTE depending on experience and qualifications



Summary



Trust Executive Project Manager (Fixed Term – 12 Months)

Coombe Academy Trust is a well-established, respected Multi-Academy Trust (MAT) comprising three Nursery and Primary Schools, two Secondary Schools and a joint Sixth Form. Within our schools we have Specialist Resource Provisions from Nursery through to Key Stage Four for pupils with Autism, severe learning difficulties, moderate learning difficulties, deafness and speech and language and communication needs.

The ambition of the Trust is to strengthen collaboration and shared services in order to deliver real efficiencies whilst also providing a highly responsive and impactful school improvement model. This intention is driven by our focus to make a positive difference to the lives and life chances of our pupils, their families and communities through the opportunities we provide.

Job Purpose

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Line Management

- Line managed by: CEO with links to Directors
- Works closely with: CEO, Executive Directors, Central Services Team and school-based operations teams.
- Line manages: Governance and Compliance Professional

Job Description



Project Management

- Undertake and coordinate Trust-wide projects, ensuring delivery on time and within budget.
- Support the CEO and Directors with bid writing and preparation of funding submissions.

Trust Operations & Compliance

- Ensure the smooth day-to-day running of Trust operations.
- Lead non-academic operations and central service functions of the Trust.
- Oversee the Governance and Compliance Professional, ensuring the Trust meets statutory requirements (Companies House, Charity Commission, DfE), school policies meet statutory requirements and oversee the compliance leadership of the administration of Trust complaints.
- Support schools with the timely completion of returns and reports for the Trust, Directors, and the DfE.
- Embed Trust-wide accountability and quality assurance procedures, with input from the CEO and Directors.
- Provide leadership on procurement, ensuring value for money and effective contract management.
- Oversee the Trust website from a marketing perspective.

Strategic Planning, Growth & Development

- Contribute to and deliver the vision, strategic direction, and objectives of the Trust.
- Develop and improve central services, embedding systems of continual improvement and cost efficiency.
- Support the CEO in developing and implementing the Trust's growth strategy, including representing the Trust alongside the CEO and directors.
- Develop external partnerships and income-generation opportunities to support Trust objectives.



Job Description

Communications & External Engagement

- Contribute to the development of an effective Trust-wide marketing and communications strategy.
- Build and maintain strong relationships with stakeholders beyond the Trust, ensuring visibility and influence in the wider school system.
- Promote and model the vision and values of Coombe Academy Trust in all professional activity.

Risk Management

- Lead on the management and oversight of the Trust's risk management framework.
- Work with the CEO, Directors, and Trustees to identify, monitor, and mitigate risks across operational, financial, and compliance areas.
- Support the preparation of risk reports for the Trust Board.

PA

- Provides high-level PA support to the CEO on major priorities and executive functions.



Person Specification

Qualifications & Experience

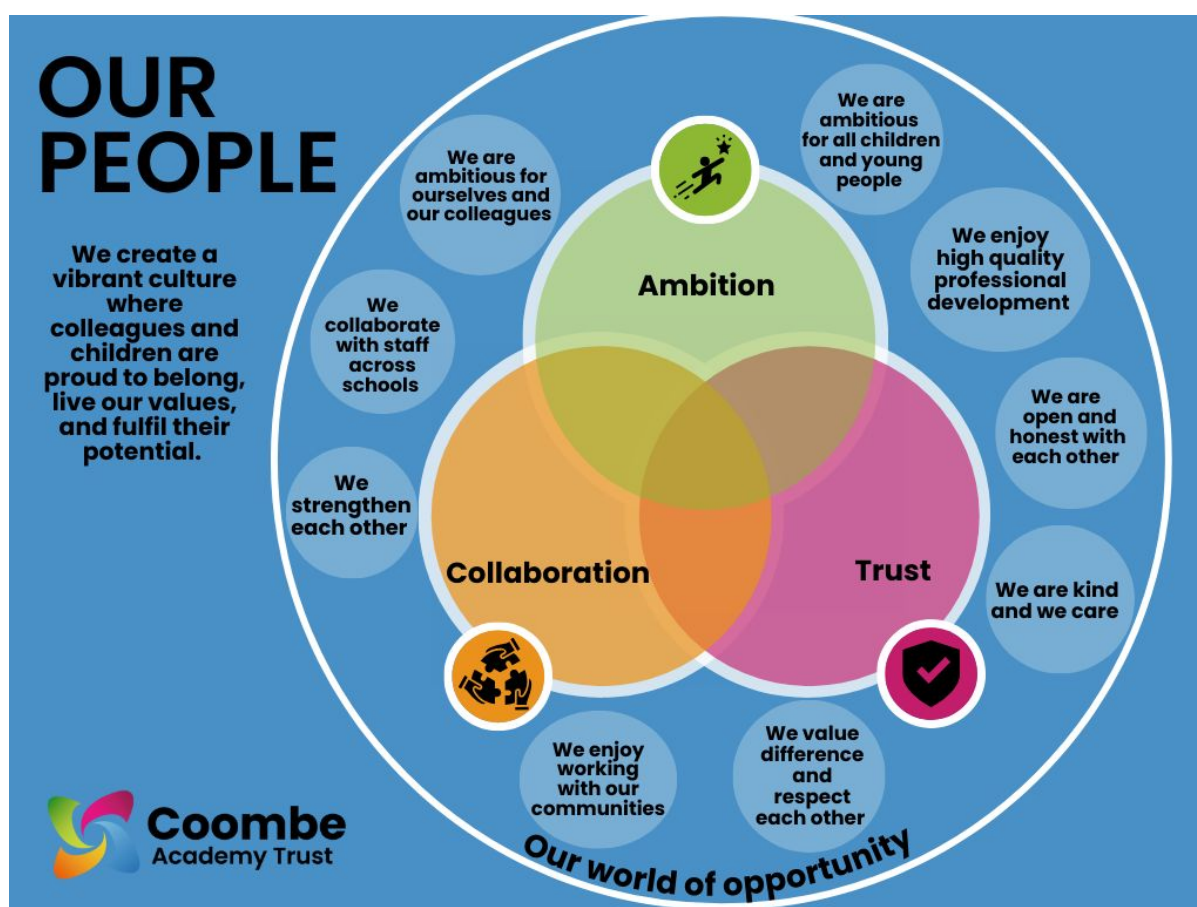
- Educated to degree level or equivalent experience (essential).
- Experience of project management, operational leadership, or compliance (essential)
- Experience working in education, charities, or public sector organisations (desirable).

Knowledge & Skills

- Strong organisational skills, with the ability to manage multiple priorities.
- Excellent written and verbal communication skills, with the ability to engage with a wide range of stakeholders.
- Analytical thinker with strong problem-solving skills.
- Awareness of statutory compliance and governance frameworks (or willingness to learn).
- Confidence in supporting risk management and reporting processes.
- Ability to oversee budgets, procurement, and service reviews.
- Ability to write and submit bids and statutory compliance documentation

Personal Qualities

- Aligned with the Coombe Academy Trust values: inclusive, collaborative, aspirational, and committed to improving outcomes for all young people.
- Proactive, self-motivated, and resilient.
- Able to adapt quickly to new challenges and opportunities.
- A strong team player who builds trust and credibility.
- Commitment to professional development and continuous learning.



Our Values

Collaboration

As a group of schools, we believe in reciprocity; all schools and staff benefit from working together to ensure our children and young people are prepared for a world of opportunity.



Ambition

We believe in working together to ensure every child and young person has the desire and determination to achieve success. Each school's curriculum aims to nurture and develop the aspirations of our children and young people, ensuring every child and young person has meaningful life opportunities.



Trust

We recognise the strong correlation between trust and the capacity to develop and improve. As a group of schools we work together with strength, resilience, and transparency. Working together as one organisation we serve each school community's unique context.



Our Vision

Bespoke professional development ensures lifelong learning for all staff in an environment where success at all levels is recognised and celebrated. In turn this provides a high standard of inclusive education for our children and young people, one in which their lives are enriched with meaningful opportunities and achieves the best possible wellbeing and academic outcomes. In short, this ensures children and young people leave Coombe Academy Trust well prepared for their next stage in life and education, and **prepares them for a world of opportunity.**



The Coombe Academy Trust is a company limited by guarantee (company number 7905433, registered in England and Wales) that has its registered office at:

Coombe Boys' School
Blakes Lane, New Malden, Surrey, KT3 6NU.

Trust related enquiries:
trustenquiries@coombe.org.uk

