



St Joseph

Catholic Multi Academy Trust

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title:	Graduate Trainee Project Manager	Grade:	3 SCP 5-9
Area/Section:	Central Team	Salary:	£23,500 - £25,119 per annum
Date Prepared:	July 2024	Hours:	37 hours per week
		Contract:	Initially for one-year contract, all year round

Role Summary

To work with the Head of Operations to onboard new schools and help them to learn the systems and processes of St Joseph CMAT as they join the Trust and support the delivery of wider Trust projects and initiatives focused on achieving Operational Excellence.

Role Purpose

As a Graduate Trainee Project Manager, you will play a pivotal role in ensuring the seamless integration of new schools into the Trust, while also supporting various strategic projects and initiatives across the organisation. This role offers a unique opportunity to gain extensive experience in educational management, project coordination, and stakeholder engagement, contributing to the overall success and growth of our Trust.

Key Responsibilities and Accountabilities

Onboarding New Schools:

- Working closely with the Head of Operations, support the comprehensive onboarding process for new schools joining the Trust, ensuring all logistical, administrative, and operational aspects are handled efficiently.
- Serve as the primary point of contact for new schools, fostering positive relationships and addressing any queries or concerns throughout the onboarding phase.
- Ensure all required documentation is completed accurately and timely, adhering to Trust policies and regulatory requirements.
- Contribute to the creation of reports and KPIs for each onboarding project.
- Document timelines and plans for onboarding and share these with all key stakeholders.

Project Management:

- Assist in the planning, execution, and monitoring of various trust-wide projects, contributing to their successful delivery within scope, time, and budget.
- Work closely with Central teams, providing administrative support, scheduling meetings, preparing reports, and maintaining project documentation.
- Identify potential risks and issues related to projects and onboarding processes, proposing solutions and working with the Head of Operations to define mitigation strategies.
- Utilise project management systems to plan, execute, and oversee project timelines, ensuring efficient resource allocation and adherence to project milestones.

Communication and Collaboration:

- Facilitate effective communication between new schools, the Central Team, and other stakeholders, ensuring alignment and transparency.

- Collaborate with cross-functional teams within the trust, including HR, finance, operations, and education specialists, to support the successful onboarding of new schools and implementation of projects.

Continuous Improvement:

- Identify opportunities for improving onboarding processes and project management practices, contributing to the continuous enhancement of Trust operations.
- Gather feedback from new schools and project stakeholders, using insights to refine and optimise processes and support mechanisms.

General Responsibilities

- Follow all Trust policies and procedures relating to legislative and statutory requirements, including on Health and Safety and Safeguarding, including those required by Company, Education and Charity law, Data Protection, and funding agreements.
- To participate in performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with the line manager.
- To be aware of and support difference and ensure equal opportunities for all.
- To attend meetings within the Trust and external events as required.
- To maintain constructive relationships and communicate with other agencies, professionals, parents, and students.
- To recognise own strengths and areas of expertise and use these to support others.
- To maintain confidentiality always in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Promote a safe and healthy environment for students, staff, and visitors.
- Other duties commensurate with the grade of the post as directed by the Director of People and Operations and/or Head of Operations.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.



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PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

	Essential	Desirable
1. Qualifications and Training		
GCSEs (A*-C/5 or above) in Maths and English or equivalent OR relevant qualification at level 2 (or equivalent).	✓	
Recent graduate with a degree in Business Management, Project Management, or a related field.	✓	
Willingness to study for a Project Management qualification (such as APM or PRINCE2).	✓	
Willingness to work towards relevant qualifications as appropriate.	✓	
Willingness to undertake training in systems implemented by the Trust.	✓	
2. Experience, Knowledge and Skills		
Experience of managing priorities in a pressurised environment whilst meeting agreed deadlines/timescales and targets.	✓	
Strong organisational and project management skills, with the ability to manage multiple tasks and projects simultaneously.	✓	
Excellent verbal and written communication skills, with the ability to interact effectively with diverse stakeholders at all levels.	✓	
Ability to analyse information, identify trends, and propose data-driven solutions.	✓	
Flexibility to adapt to changing circumstances and handle unexpected challenges with a proactive and positive attitude.	✓	
Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).	✓	
Experience of using project management software/tools.		✓
Good interpersonal and communication skills, both written and verbal.	✓	
A consultative approach in problem-solving and creating solutions.	✓	
A quick learner with the ability to adapt to new information and procedures.	✓	
Proactive problem-solving and the ability to meet deadlines effectively.	✓	
Capable of handling concurrent initiatives independently.	✓	
Continuous improvement mindset and experience in identifying process efficiencies.	✓	
Effective planning, scheduling, and prioritisation skills to meet challenging deadlines.	✓	
3. Professional and Personal Qualities		
Belief that every student should have access to an excellent education regardless of background.	✓	
A commitment to the Trust's core purpose around giving children a world-class Catholic education.	✓	
A commitment to supporting the Catholic ethos of the Trust.	✓	
Willingness and commitment to Professional Development.	✓	
To have excellent attendance and punctuality.	✓	
Ability to persuade, motivate, negotiate, and influence.	✓	

	Essential	Desirable
Customer-focused and committed to the delivery of excellent customer service.	✓	
A commitment to teamwork and leading change, and a demonstrated ability to manage resources effectively, whether human or physical.	✓	
Flexible, adaptable to leading change, efficient and highly organised.	✓	
Ability to work accurately and methodically.	✓	
Proven planning and organisational skills and an ability to take initiative.	✓	
The ability to contribute to corporate strategy and policy development.	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
Commitment to high educational, professional, and personal standards, acting with integrity and honesty to safeguard the financial probity and reputation of the Trust.	✓	
Understanding of promoting positive relationships with the wider Trust community.	✓	
Thinks and acts strategically by reflecting and analysing and making sound ethical judgements.	✓	
Pursues a shared vision with enthusiasm and determination.	✓	
Willingness to continually improve own and team performance.	✓	
Effective communication skills – both written and verbal.	✓	
Ability to communicate a vision and inspire others.	✓	
Commitment to ensuring the best outcomes for all students.	✓	
Empathy and respect for children, parents, and their needs.	✓	
A calm manner and a good sense of humour.	✓	
Approachable, committed, and resourceful.	✓	
Able to manage stressful and challenging situations.	✓	
Professional appearance and presentation.	✓	
Prepared to work flexibly and adapt to changing needs.	✓	
Fairness, empathy and listening skills.	✓	
Integrity, confidentiality, and discretion.	✓	
Tenacity and the ability to work effectively under pressure.	✓	
Proven capacity to work innovatively and independently.	✓	

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.

Disclosure of Criminal Record:

The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	
If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	
If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A

The employment checks are required:

Evidence of entitlement to work in the U.K.	✓	
Evidence of essential qualifications – section 1 of PS	✓	
Two satisfactory references	✓	
Confirmation of medical fitness for employment	✓	
Registration with appropriate bodies (where applicable)	✓	