



## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### SENIOR PROJECT MANAGER

#### JOB DESCRIPTION

##### JOB PURPOSE

To provide high-quality project management support for the delivery of strategic projects, including the Eton Star Partnership and sixth form colleges, new schools, academy conversions, and wider business change initiatives.

##### JOB SUMMARY

1. Oversee the successful delivery of projects, ensuring objectives are clearly defined and achieved within agreed time, cost, and quality parameters.
2. Under the direction of the Eton Star Project Management Group, coordinate the delivery of the Eton Star Partnership and sixth form projects in Dudley and Oldham, providing strategic and operational support, monitoring progress, and reporting to stakeholders.
3. Project manage the delivery of new schools and academy transfers, ensuring readiness for opening and compliance.
4. Support the design and implementation of business change and organisational development initiatives.

##### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

###### **1 Project Management – Key Accountabilities**

- 1.1 Lead the day-to-day running of assigned projects, with ownership and accountability for delivering agreed outcomes within time, cost, and quality constraints.
- 1.2 Develop and maintain project plans, determine the appropriate delivery methodology, set project controls, manage performance, and report progress to sponsors.
- 1.3 Build strong relationships with internal and external stakeholders, including senior leadership, central teams and government partners.
- 1.4 Lead the development of the budget and track project spend.
- 1.5 Identify and monitor project risks and issues, develop mitigating actions, and escalate when necessary.
- 1.6 Support effective governance and decision-making by producing high-quality written reports that capture project progress.
- 1.7 Use digital tools and data insight to make informed decisions to improve efficiency and better project delivery outcomes.
- 1.8 Engage with assurance reviews and support recommended action.

## **2 Project Management – Eton Star Partnership and Sixth Forms**

- 2.1 Project manage the delivery of the Eton Star Partnership and sixth forms to enable their successful opening.
- 2.2 Establish and service the Eton Star Project Management Group.
- 2.3 Coordinate all areas of project documentation, including creation, monitoring, and ownership of project plans, risk registers, progress reports and issues logs.
- 2.4 Be the main point of contact for each project and ensure excellent communication between staff from Eton and Star, the Department for Education, local authorities and external stakeholders.
- 2.5 Lead the delivery of statutory consultation exercises and reporting to the Department for Education.
- 2.6 Develop and implement a marketing and engagement plan to ensure viable numbers of student admissions, including the delivery of open evenings and induction events.
- 2.7 Support effective governance and decision-making by providing accurate project reports for the Project Management Group, Eton Star Partnership Board and the Department for Education.
- 2.8 Work alongside the Head of Programmes and Projects, Executive Principal and Projects Accountant to:
  - i. ensure sustainable financial planning
  - ii. ensure Project Development Grant claims are completed successfully
  - iii. complete regular financial reports.
- 2.9 Coordinate the recruitment of all school staff and coordinate the delivery of a robust induction programme.
- 2.10 Ensure appropriate staff and student records are developed and maintained.
- 2.11 Coordinate the procurement of business- and curriculum-related resources.
- 2.12 Oversee the delivery of infrastructure requirements, including the procurement and establishment of trust systems and resources.
- 2.13 Coordinate the development of a suite of Eton Star policies and staff handbook.
- 2.14 Support the recruitment, vetting and induction of governors.
- 2.15 Ensure all legal documentation is drafted, signed off and centrally recorded.
- 2.16 Manage the handover from the project phase to business-as-usual teams at the conclusion of the project.

## **3 Project Management – New Schools and Academies**

- 3.1 Project manage the delivery of new free schools and academy transfers, ensuring projects are completed on time, within budget, and to the highest standards.
- 3.2 Act as the principal liaison with the Department for Education, maintaining strong relationships and clear communication throughout the process.
- 3.3 Ensure full compliance with regulatory and statutory requirements, including funding agreements, registrations, and Ofsted pre-opening inspections.
- 3.4 Oversee due diligence, statutory consultations, and legal processes for contracts, staff, assets, and land transfers.
- 3.5 Coordinate comprehensive induction and onboarding programmes for governors, principals, senior leaders, and staff to ensure readiness for opening.

3.6 Work collaboratively with Star Central teams to ensure policies, systems, budgets, and school estates are fully prepared and operational.

#### **4 Project Management – Business Change Initiatives and Programmes**

- 4.1 Project manage business change projects and programmes that support strategic transformation across the organisation.
- 4.2 Coordinate cross-functional teams to deliver change initiatives effectively and on time.
- 4.3 Identify and manage risks, issues, and dependencies associated with business change projects.
- 4.4 Ensure robust governance and reporting, providing clear updates to senior stakeholders and decision-making bodies.
- 4.5 Engage and communicate with stakeholders to secure buy-in and manage expectations throughout the change process.
- 4.6 Monitor and evaluate the impact of change initiatives, ensuring benefits realisation and continuous improvement.
- 4.7 Manage budgets and resources for business change programmes, ensuring cost-effective delivery.

#### **5 Other**

- 5.1 Regularly travel around the country to academies, with overnight stays as required.
- 5.2 Promote the trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.3 Champion the trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.4 Contribute to the wider life of the trust and the Star community.
- 5.5 Carry out such duties that may reasonably be required by the trust.

#### **6 Records Management**

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



Star

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### PERSON SPECIFICATION

No	CATEGORIES	Assessed by:		
		Essential/ Desirable	App Form	Interview /Task
<b>QUALIFICATIONS</b>				
1.	Degree qualification or equivalent.	E	✓	
2.	Relevant project management qualification.	D	✓	
3.	Evidence of continuous professional development.	E	✓	
<b>EXPERIENCE</b>				
4.	Experience of managing complex projects.	E	✓	✓
5.	Experience of using project management systems.	D	✓	✓
6.	Experience of working with multi-disciplinary teams.	E	✓	✓
7.	Experience of engaging senior staff and a variety of stakeholders/partners.	E	✓	✓
8.	Experience of reporting to governing boards and/or regulatory bodies.	E	✓	✓
9.	Experience of supporting the production and submission of corporate documentation (including business cases).	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
10.	Ability to plan, monitor and provide effective reporting on the progress of projects.	E	✓	✓
11.	Financial management and budgeting skills.	E	✓	✓
12.	Knowledge of the Free Schools and Academies programme.	D	✓	✓
13.	Knowledge of academic qualifications framework for 16-19 age group.	D	✓	✓
14.	Excellent communication and stakeholder management skills.	E	✓	✓
15.	Excellent attention to detail.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
16.	Ability to use computer systems to produce high-quality reports, presentations, spreadsheets, and returns.	E	✓	✓
17.	Strong analytical skills and solutions-focused outlook.	E	✓	✓
18.	Ability to track and manage budgets.	E	✓	✓
19.	Ability to prioritise conflicting demands and manage effectively under pressure.	E	✓	✓
20.	Ability to build and maintain effective working relationships with a wide variety of stakeholders.	E	✓	✓
21.	Willingness to keep up to date with relevant policy and national educational initiatives in line with the duties identified in the job description.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
22.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E	✓	✓
23.	Self-motivated and flexible.	E	✓	✓
24.	Committed to the professional development of colleagues and self.	E	✓	✓
25.	Committed to spurring social mobility.	E	✓	✓
26.	Willingness to travel to undertake role and stay overnight where required.	E	✓	✓
27.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
28.	A strong commitment to the Trust values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.	E	✓	✓
29.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
30.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of Star Academies and the Eton Star Partnership.	E	✓	✓