

SEVENOAKS SCHOOL

JOB DESCRIPTION



Project Manager (Full time, *all year round*)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd), and features in their top ten IB Boarding Schools list for 2021. The Sunday Times named Sevenoaks School Independent Secondary School of the Year in 2018 and 2008.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local

community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in a commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including three RIBA South East Awards (2011, 2019, 2022) and two RIBA National Awards (2019 & 2022).

With seven distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy. The newest house, a contemporary building with light, modern facilities, opened in 2019. Another boarding house is currently under construction due to open in 2023.

The Team

The IT Team provides a wide range of data and technology services to academic and support staff, as well as students. The team implements and supports



teaching and business applications, along with the infrastructure needed to keep them running reliably and safely. This includes a wide range of applications, around 1,500 PCs tablets and laptops, as well as our campus wide network.

The Role

The primary purpose of this role is to manage technology projects at the school, to make sure that they are successfully delivered to time, budget and requirements.

Projects will either be IT projects, whether infrastructure, applications or data, or the technology strand of wider projects.

This is a broad role, with the potential to encompass a wide range of technologies, from telecoms, networks and servers, through to user devices, applications and data. The incumbent is not expected to be an expert in all areas, but must have a solid understanding of the principles, processes and methods of project management.

Reporting to

The role reports to the Director of IT. The Project Manager may have informal 'dotted lines' to other senior members of staff for specific projects.

Main Duties and Responsibilities

- Responsible for all project management aspects of the technology project lifecycle, from ideas and project inception, through to transition to live and completion of operational handover.
- Management of school resources (principally human, financial and technical) to achieve successful project / work-package delivery to time, quality and budget.
- Develop and improve the school's technology project management approach.
- Manage a diverse range of stakeholders across the school, and sometimes further afield. This covers both complex technology matters and project management and governance.
- Identify, quantify and manage project risk. Analyse and assess risks and find ways to mitigate them.
- Set up and run appropriate project governance mechanisms. This includes delivering appropriate project reports and running / chairing regular project progress meetings.
- Matrix management of people in the IT Team and across the wider school involved in the delivery of projects.
- Manage a range of projects at any point in time, balancing their differing needs and timelines.
- Carry out basic business analysis tasks, mainly defining functional and non-functional requirements and basic testing of solutions (e.g. UAT).
- Manage suppliers, including evaluation, selection and delivery of project deliverables and commercial aspects, e.g. contracts and delivery to time and budget.
- Manage project communications, including definition and delivery of a communications approach and plan for projects.
- Carry out basic training needs analysis for projects and arrange delivery of training.



- Proactively identify and manage issues with project delivery.
- Define and update project artefacts and deliverables, such as plans, budgets, risk reports, project updates, etc.
- Complete regular, ongoing training and development according to an agreed development plan, appropriate to the post and the individual.

Person specification

Essential

- Excellent interpersonal skills; able to work closely with a wide range of stakeholders, including technical resources and senior leadership.
- Broad range of IT skills and experience, covering infrastructure and applications projects.
- Able to simultaneously manage multiple projects of varying size.
- Communicate appropriately with technical and non-technical colleagues, including the ability to explain technical matters to non-technologists, at all levels
- Able to elicit and document user requirements, both functional and non-functional.
- On occasion, analyse, map and improve organisational processes, mainly in relation to their support by our applications.
- Plan and manage testing, mainly UAT.
- Able to deliver a basic training needs analysis.
- Pick-up new ideas and technologies quickly and with a minimum of supervision.

- Define and manage communications for projects.
- Routinely focus on ongoing improvement, by the analysing lessons that can be learnt from the resolution of a problem or situation.
- Think and act calmly under pressure.

A degree of flexibility may be required in the duties performed, to meet the needs of the organisation and as the role evolves over time.

Desirable

- Knowledge of formal project management methodologies and frameworks, e.g. PRINCE2, Agile, is useful, but not essential.
- Understanding of academic processes and software is useful, but not essential.
- Able to write and deliver basic training.
- Experience of working with a range of people.

Hours

40 hours per week. 8.30am – 4.30pm, or 9am – 5pm Monday to Friday.

There may be a few, very occasional times when out of hours work is needed, to support specific situations, or at particular times, most likely to be the start of the academic year.

Salary and Benefits

Salary

A salary of £42,000 to £47,000 per year is available for this post, depending on the skills and experience of the successful job holder.



Benefits

- Holiday entitlement of 33 days per annum including bank holidays (34 days in 2022).
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks

including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check. The complete list of required checks will be provided to the successful candidate.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>.

The closing date for applications is 15/01/2023 at 23:59.

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at



any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.