



APPLICATION FOR THE POST OF

Project Manager (SEND School Commissioning & Development)

JOB DESCRIPTION

We have an exciting opportunity for an experienced and highly organised Project Manager to support the development and delivery of a new Special Educational Needs & Disabilities (SEND) school. You will play a key role in the successful development of a new SEND school, guiding the project from early planning through to operational mobilisation.

This role is ideal for a senior professional with strong project delivery experience in education, SEND, or children's services who can coordinate multiple workstreams, manage stakeholders, and ensure the school opens safe, compliant and ready for learners.

General Requirements

All staff are expected to:

- Be committed to the safeguarding of children and young people at the College
- Contribute to the College's extra-curricular programme and wider life
- Support the ethos, policies and daily operation of the College
- Treat all students with courtesy, respect and fairness
- Share effective practice and collaborate professionally with colleagues
- Take an active role in the implementation of the College Development Plan
- Undertake any other duties deemed reasonable by the Principal

Responsible to: Vice Principal (Pastoral)

Objectives:

- Lead day to day project management across planning, design, regulatory submissions and mobilisation
- Coordinate feasibility studies, timelines, risk logs and delivery plans
- Work closely with architects, contractors, local authorities and internal teams
- Support the development of operational frameworks, staffing models, policies and systems
- Ensure compliance with SEND Code of Practice, safeguarding requirements and Ofsted expectations
- Prepare project documentation, progress reports and readiness assessments
- Support recruitment, induction and pre-opening activities
- Ensure the school project is delivered on time, within scope and to the required quality standards
- Contribute to whole-school priorities, including recruitment, retention and continuous school improvement

Person Specification

	<u>Essential</u>	<u>Desirable</u>
Educational Qualifications	Degree level of education	Additional specialist SEND qualifications and/or training
Experience and knowledge	- Experience delivering complex and detailed projects in education, SEND, social care or a related field - Strong understanding of SEND legislation, commissioning, and regulatory processes - Knowledge of Ofsted requirements - Excellent organisational and project management skills - Confidence working with multi agency partners and senior stakeholders - A proactive, solutions focused approach - Budget management experience - A commitment to inclusive, child centred practice - Experience working with Local Authorities, parents/carers, and external agencies - Strong knowledge and experience of the EHCP process	- Leadership experience beyond SEND (whole school or cross-functional leadership) - Experience designing and delivering staff training programmes
Key skills	- Excellent verbal and written communication skills - Strong interpersonal and active listening skills - High-level presentation skills - Ability to lead, inspire and communicate effectively across the College community - High level of attention to detail - Excellent organisational and time management skills, including working under pressure and to deadlines - High level of ICT competence - Ability to work effectively with staff, families and external agencies	
Personal Qualities	- Passionate commitment to inclusion and safeguarding, with alignment to the ethos and values of the College - Ability to hold others to account while maintaining strong, respectful professional relationships	

	• Strong team player with a caring, supportive approach to all members of the school community and a commitment to contributing to wider school life • Determined, resilient, and proactive "can-do" attitude, with confidence in public speaking and communication	
--	--	--