Role Profile Addendum

(to be completed for generic role profiles, mapped to multiple positions)

Please provide details specific to this position. While this information will not be used for job evaluation purposes, it will support processes such as recruitment and selection, salary supplements, performance management, and other relevant business processes.

Job Title:	Schools Project Manager
Role Profile Reference Number:	MUL102
Role Profile Title	Project / Programme Manager I
Directorate	Education and Skills
Service area	Access to Education

Specific responsibilities associated with this position

- Provide client-side construction project management for school capital schemes from inception to completion, ensuring school buildings comply with current legislation and statutory requirements.
- Develop, review and maintain project briefs; evaluate and cost viable options; and ensure the recommended solution meets defined educational and user requirements.
- Act as the client liaison with school leaders, governors and academy trusts, translating educational requirements into clear project outcomes and maintaining stakeholder commitment.
- Coordinate specialist technical advice and the input of Council services, including Corporate Estates, Facilities Management, Construction Works, Health and Safety, Property, Finance, Legal and Procurement, ensuring required project documentation is completed and escalated where necessary.
- Attend site meetings and chair project progress meetings, using construction and commercial reports to resolve barriers and maintain delivery progress.
- Provide regular reports to Schools Capital Programme governance boards and maintain a financial monitor of anticipated and actual capital costs against the agreed budget.
- Manage pre-contract design development and post-contract scope changes through robust change control, assessing and securing approval for impacts on quality, cost and time.
- Develop relationships with Corporate Estates, Facilities Management, Construction Works Team and Corporate Health and Safety teams and help to coordinate their role in advising our local school partners on their use of buildings, good estate management, building design and construction.
- Comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including Equality and Diversity legislation, the Health and Safety at Work Act and Data Protection legislation.

Specific person specification associated with this position

- Degree or equivalent qualification/professional experience in a built-environment or other relevant construction discipline.
- Construction or construction-project-management background, with extensive experience of delivering capital projects across a range of values.
- Detailed knowledge of schools/education projects, construction contracts, construction procurement, regulatory requirements and the risks arising from non-compliance.
- Broader commercial awareness relevant to school capital schemes and experience of managing resources and funding within a local government context.
- Ability to establish lasting client relationships with school leaders, governors/academy trusts and multidisciplinary professional teams.
- Ability to travel between sites using public or other viable transport, or by holding a valid UK driving licence with access to an own or pool vehicle.

Other requirements for this position

- Health Surveillance: To be confirmed.
- Politically Restricted Post: To be confirmed.
- Lone Working: To be confirmed, noting that site visits may form part of the role.
- Supplementary Payments: To be confirmed.
- DBS Check: Required
- Career Grade/Career Pathway: To be confirmed.

For P & R Use Only:

Role Profile Addendum Reference Number: To be assigned

Date Saved: 16/11/2026