Maiden Erlegh Trust
Job description

Role	**Project Manager – Systems Implementation**	School/ Department	Shared Services
Grade	Negotiable based on experience	**Reports to**	Chief Operating Officer
Job Evaluation Code	CEN200	**Hours of work**	37 hours per week, all year round
Purpose	This role involves steering the Trust through a number of critical systems transformations, ensuring all processes, teams, and infrastructure are aligned for a seamless transition. As our Project Manager, you will play a pivotal role in shaping our HR systems landscape through the implementation of a new HRIS and the roll out of a student behaviour management and attendance system across all of the schools within the Trust.		

Scope	**Staff responsibilities:** None	**Financial accountability:** As determined by COO

Relationships	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies as required.
Accountabilities	- Lead the planning, coordination, and execution of systems implementation projects across the Trust, creating detailed project plans, timelines and budgets. - Providing expert guidance and advice on the system design, configuration, and functionality, ensuring that the system meets the academies' and Trust's current and future needs and complies with best practice and statutory requirements as applicable. - Being the single point of contact for internal stakeholders and external partners. - Collaborate with cross-functional teams to align project goals with organisational objectives and to ensure a seamless transition to new systems and processes. - Leading and managing the data cleansing and migration process, ensuring that the data security, quality and integrity are maintained and verified. - Recommend and implement streamlined workflows and best practices. - Gather and analyse data to support process improvement initiatives. - Identify and mitigate risks and issues. - Designing and delivering the user training and support, ensuring that the standard and advanced users are confident and competent in using the new system/s and that aligned standards are followed. - Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.

Other requirements and responsibilities	Enhanced DBS clearance required.

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed _____   Date _____
                    Postholder

Maiden Erlegh Trust
Person Specification

Role	Project Manager – Systems Implementation	School/Department	Shared Services
Qualifications, training and education	- A degree or equivalent qualification in a relevant subject (e.g. computer science, information systems, data analysis) or equivalent experience - A project management qualification (e.g. PRINCE2, Agile) or equivalent experience.		
Experience	- Experience of working in the education sector (desirable), familiarity with the operational needs of schools, colleges, or educational institutions. - Excellent knowledge of the educational data landscape, including the statutory requirements, the data protection regulations, and the data analysis tools and techniques (desirable) - Extensive experience of working with educational data, including attendance, behaviour, and census data (desirable) - Experience with data migration, system integration, and user acceptance testing (UAT) - Strong knowledge of financial and HR processes and software - Proven experience in systems management and project coordination - Strong understanding of project management methodologies and tools - Excellent project management, analytical, and problem-solving skills - Strong communication and interpersonal skills - Attention to detail and commitment to accuracy - Ability to work effectively in a team and collaborate with cross-functional departments		
Skills and abilities	- Excellent interpersonal and communication skills, particularly for preparing reports, presentations, and updates - Innovative, creative, and resourceful, able to find solutions and improve processes - Organisational and time management skills - To be able to influence others and lead discussions to achieve the desired outcome - Strong data analysis and reporting skills - Flexible approach to working - Ability to work within a team environment and also able to work independently, under own initiative - Professionalism and excellent customer service to be demonstrated in all dealings with the wider staff body and other third parties		
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.		