



WELLSPRING

We Make A Difference

# Project Manager



## About the Trust

**Wellspring is an established and growing Multi-Academy Trust with a difference. We operate 33 Primary, Secondary, Special and Alternative Academies across Yorkshire, Lincolnshire and the Humber. We are committed to making a difference to the lives and life chances of the young people and communities we serve.**

**Our Academies are vibrant, autonomous, community focused and highly successful.**

The Trust strives to be a diverse and inclusive place where we can ALL be ourselves.

At Wellspring, we have always talked about ethics and values as the heart of our culture. They have been our guiding lights. We have taken the harder path many times to remain true to them. Every member of the Wellspring community is a custodian of our collective culture.

As the Trust continues to develop, our roles offer pathways for ambitious and dynamic individuals who are determined to make a difference. We value our people; collegial working at all levels is central to our culture. High quality induction training and ongoing professional development support are guaranteed. There will be a broad range of opportunities for you to realise your professional vision and ambitions within the Trust.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities.

We aim to raise expectations and ambitions for every young person in our care. **We aim to make a difference.**

**Post Title:**

Project Manager

**Reporting to:**

Capital Lead

**Location:**

Hybrid. Regular travel to Barnsley HQ and academies across the Trust

**Salary:**

£34,726-£42,286 pa  
(Dependent on skills and experience)



## Summary of the post

**At Wellspring we aspire to create learning environments that are bright, vibrant and thoughtfully designed. It is imperative that we focus on curating an Estate that is not only fit for purpose today but for the future. Essential to the development of our Estate is our Capital Investment Programme led by a team of highly skilled Project Managers. Their work directly enhances learning and life experiences for pupils, colleagues and our communities.**

The Project Manager is a new role reporting to the Capital Lead and forms part of an expansion of the Capital team following continued Trust growth. The Capital Lead is responsible for the management of the School Condition Allocation programme and oversight of our Estate Development plans.

We are seeking an experienced Project Manager to join the Trust to support the Capital Lead in the development and management of Wellspring's £200m estate.

***It is critical that we create & maintain welcoming, vibrant and thoughtfully designed environments for children and colleagues***

As Project Manager you will support the day-to-day management of capital projects from their inception through to completion with oversight from the Capital Lead. Your role will involve working closely with school leaders to identify and scope capital projects, developing detailed project plans, securing necessary approvals, and managing the procurement process.

You will also oversee the appointment and management of external consultants, such as architects and engineers, and liaise with contractors to ensure projects are delivered on time and within budget. Monitoring project progress, identifying potential risks and issues, and implementing effective project management methodologies will be key responsibilities.

The post-holder will also aid the Capital Lead and Estate Managers in ensuring all Wellspring assets comply with legal and regulatory standards, that policies and procedures are robust, environmentally conscious and that our Academies are safe places to learn, work and visit.

The Project Manager will be responsible for completing and developing key project documentation such as project initiation documents, financial appraisals, project programmes and risk registers. This will also include the delivery of project progress reports for the Capital Lead and Senior Leadership Team.

A focus of the Project Manager will be in the development of small works projects that are included within an Academy's Estate Development Plan (EDP's). These consist of a range of projects from toilet refurbishments through to LED upgrades and major refurbishments.

Relationships matter at Wellspring and excellent communication with a variety of stakeholders will be a cornerstone of your work. You will need to build strong relationships with a diverse range of stakeholders, including academy leaders, Estate Managers, pupils and senior management. Effective communication and conflict resolution skills will be essential to ensure smooth project delivery.

Wellspring Academy Trust is committed to providing high-quality educational environments for all students. We offer a supportive environment to explore innovative solutions, the chance to make a tangible difference in the lives of young people, and opportunities to grow your skills and advance your career. You'll work alongside passionate educators and like-minded professionals, enjoying a comprehensive benefits package, including pension, a generous holiday entitlement, and professional development opportunities.



## Main Duties will include

### Project Life-cycle

- Support in the day-to-day management of Estate Capital projects across the Trust from inception through to completion with oversight from the Capital Lead.
- Establish strong, trusting relationships across functional and educational teams to ensure the carefully planned coordination of internal team services and external consultants as required to ensure successful project delivery.
- Development and management of project programmes, risk registers and project trackers.
- Establish project teams as required to support the development of a project including appointing architects, engineers and other 3<sup>rd</sup> party consultants.
- Chairing and minuting of all project meetings including design team meetings, internal review meetings and contractor progress meetings.
- Development of all project documentation including outline briefs, project initiation documents, financial appraisals, project execution plans, risk registers etc.
- Preparation of tender documentation, including standards template documents such as instructions to tenderers, quality questionnaires etc.
- Contract administration for JCT and NEC contracts as required including the preparation of notices and valuations.
- Being accountable for the delivery of all site wide construction activities, through the supervision of all packages, and relevant consultants and contractors.
- Ownership of project meetings including taking meeting minutes and managing change control on projects within allocated budgets.
- Deliver regular progress reports on projects, including relevant risk and issues and budget tracking.
- Completion of project close out activities such as snagging reviews and reports, handover documentation and training for Estates teams and financial sign off of the project.

### Stakeholder Management

- Building and maintaining strong relationships with a diverse range of stakeholders, including school

leaders, Estate Managers, consultants and contractors.

- Effectively communicating project updates, progress, and challenges to a variety of stakeholders.
- Resolving conflicts and negotiating solutions to problems.
- Ensuring all stakeholders have bought into and signed off projects through the Tender Gateway approval.

### Financial & Quality Management

- Management of project budgets to ensure that projects are delivered within the initial financial envelope.
- Tracking project costs throughout the scheme and regularly updating cost management tools.
- Ensuring that all projects are meeting quality standards of the Trust.
- Ensuring that all projects are being built in line with the latest building regulations.

### Other duties include:

- Carry out the duties of the Principal Designer on smaller scale Trust projects.
- Ensuring all existing sites information is updated following completion of a project.
- In partnership with other lead and promote a strong Health and Safety culture across the Trust.
- Aid the Capital lead in the development of documentation for project reporting purposes.

### Standard duties in all trust job descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

### Method of working

Wellspring Academy Trust expects all staff to work effectively and co-cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

### Public relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

### DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.



| Criteria  | Essential/<br>Desired | Application<br>/ interview |
|---|-----------------------|----------------------------|
| Qualifications and Certification  |                       |                            |
| Degree or equivalent in a construction related discipline   | E                     | A                          |
| Chartered member of relevant institute such as; Chartered Institute of Builders, Royal Institution of Chartered Surveyors, Chartered Institute of Building Services Engineers or Association of Project Managers. | D                     | A                          |
| Evidence of continuous professional development   | E                     | A & I                      |
| Project Management Qualification e.g. MSP, Prince II or equivalent experience   | D                     | A                          |
| Construction contract administration qualifications   | D                     | A                          |
| Experience  |                       |                            |
| Experience in the management of projects from inception through to completion.  | E                     | A & I                      |
| A demonstrable experience in relevant estates area including architecture and / or engineering, building construction, planning, surveying, construction contract management.                                     | E                     | A & I                      |
| Experience of leadership of multi-disciplinary consultants.   | E                     | A & I                      |
| Proven experience in complex project management, construction project management and design development projects.   | E                     | A & I                      |
| Experience and knowledge of all of the main project management concepts, tools and techniques.  | E                     | A & I                      |
| Demonstrated experience of managing contractors in pre and post contract stages and managing the tendering process  | E                     | A & I                      |
| Experience of risk management assessment and developing mitigation plans.   | E                     | A & I                      |
| Experience of quality improvement systems and processes   | D                     | A & I                      |
| Experience of contract negotiation, closing, delivery and performance monitoring in any relevant estate or capital field.   | E                     | A & I                      |
| Demonstrated ability to work in a fast paced and high pressure environment, to meet often tight deadlines, and to work pro-actively as part of a team.  | E                     | A & I                      |
| Substantial experience in proactively managing health and safety on projects.   | E                     | A & I                      |
| Knowledge & Skills  |                       |                            |
| Strong leadership and management skills.  | E                     | A & I                      |
| Strong written and verbal communication skills with demonstrable ability to present to multi professional/disciplinary meetings on a range of complex and technically based information.                          | E                     | A & I                      |
| Strong facilitation skills with a high degree of commercial acumen and knowledge of planning and project controls.  | E                     | A & I                      |
| Excellent written and numerical skills with an ability to analyse, develop and present clear, concise and focused reports on a range of technically complex estate related matters.                               | E                     | A & I                      |

|  |   |       |
|--|---|-------|
| Strong motivational skills with an ability to work across a range of professional service boundaries.  | E | A & I |
| Advanced keyboard and information technology skills in the use of a number of standard software including MS Project & Google Workplace                      | E | A & I |
| Demonstrable knowledge of all current legislative requirements regarding construction, engineering, fire, risk, waste and environmental matters.             | E | A & I |
| Demonstrable planning and project management skills. Strong negotiation, conflict management and contract closing skills. Strong budget develop.             | E | A & I |
| Fluent in Spoken and Written English   | E | A & I |
| Personal Attributes  |   |       |
| Personal integrity and a commitment to the Nolan principles of public service.   | E | I     |
| Political awareness and adaptability, within rapidly changing environments.  | E | I     |
| A commitment to professional development.  | E | I     |
| Excellent relational skills, building rapport and enjoying influence with a variety of stakeholders.   | E | I     |
| Highly effective problem solving and decision-making skills, exercising professional initiative and creativity related to complex issues.                    | E | I     |
| An ambition to develop your career with the aid of Wellspring Academy Trust.   | E | I     |
| An affinity with Wellspring's culture and purpose.   | E | I     |
| Other  |   |       |
| Full drivers license and flexibility to travel across the Trust's operations, areas currently include Greater Lincolnshire, South, West and North Yorkshire. | E | A     |



# WELLSPRING

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## Applications

If you would like any further information on the role please contact Shaun Kiernan on [S.Kiernan@wellspringacademies.org.uk](mailto:S.Kiernan@wellspringacademies.org.uk)

**Post Title:** Project Manager

**Reporting to:** Capital Lead

**Department:** Central Support Team

**Duration of post:** Permanent

**Work Commitment:** Full time, 52 weeks per year

**Start date:** As soon as possible

**Closing date:** 31/01/2025

**Interview dates:** To be confirmed

**Salary:** £34,726-£42,286pa subject to qualifications and experience

**Location:** Hybrid. Regular travel to Barnsley HQ and academies across the Trust

## How to Apply

Further information on how to apply for this role can be found on our website:

<https://wellspringacademytrust.co.uk/careers/current-vacancies/>

## Further Information

Wellspring Academy Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment. An Enhanced DBS is required for this post. As this role involves working with children in regulated activity, please note that it is an offence to apply for the role if barred from engaging in regulated activity with children.

References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview. Further pre-employment checks, including prohibition from teaching, childcare disqualification and section 128 checks, if deemed relevant for the role, will be completed for the successful candidate upon acceptance of the post.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post

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Discover how we make a difference at

[wellspringacademytrust.co.uk](https://wellspringacademytrust.co.uk)