

Candidate pack

Group Project Manager

Stowe



Our Vision and Ethos

We are Change Makers

Our goal is to inspire pupils and colleagues to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.



Dr Anthony Wallersteiner
Head of The Stowe Group

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support colleagues. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and colleagues have a heightened awareness of their social and environmental responsibility in preserving our unique ecosystem. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

“Our goal is to inspire pupils and colleagues to be Change Makers who will shape positive futures.”

THE *Stowe* GROUP

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and over 850 colleagues. The Schools occupy sites of historical significance in Swanbourne (Buckinghamshire), the market town of Brackley (Northamptonshire) and the world-famous landscape gardens at Stowe (Buckinghamshire), where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all colleagues to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.



Stowe School



Swanbourne House School



Winchester House School

Stowe

SWANBOURNE HOUSE
BUCKINGHAMSHIRE

**WINCHESTER
HOUSE** 



PROFESSIONAL

CREATIVE PROBLEM SOLVERS

KIND

FLEXIBLE

COLLABORATIVE

COMMUNICATORS

We are Change Makers

who are:

Our values

PROFESSIONAL

01

We are ambassadors for The Stowe Group to the outside world. We are proud and passionate about working for The Stowe Group at all times. Colleagues are courteous, address everyone respectfully, and are always punctual and presentable. We present a professional image by effectively prioritising, being knowledgeable in our area of expertise and following through on our work commitments and initiatives. We work efficiently to enhance the pupil and parent experience. We do not wait to be asked, we are trusted to use our initiative to see what needs to be done. We act with reliability, diligence and consistency to deliver work outcomes to high quality standards and timescales. We maintain a positive attitude and demeanour and are flexible and cooperative, possessing an open mind and are self-reflective.

CREATIVE PROBLEM SOLVERS

02

We are adept at identifying a problem, looking for possible solutions and moving these forward to deliver the best course of action. We are committed to solving problems and completing all assigned work. Creative problem solvers are dynamic and therefore find new opportunities and solutions for problems by looking beyond current practices and using innovative thinking we are not afraid to think outside the 'box'. We are positively progressive in bringing new ideas and reinvent our processes to benefit our customers (pupils and parents) and the wider Stowe Group. As creative problem solvers we identify new opportunities to achieve goals and are willing to positively/appropriately challenge ideas or perceptions based on new information or contrary evidence which is presented. We find solutions through experimentation, imagination, questioning, collaboration and analytical methods and we look for ways to embrace technology and practical automation. We will look to acquire new knowledge, are inquisitive, and believe there is always more to learn.

KIND

03

We act with honesty, respect and integrity in our actions and decisions. Our interaction with others enriches the working experience as we look to genuinely build and maintain the trust of others. We show respect and patience for others and their working environment at all times, even when under pressure or when having a bad day. Kindness doesn't have to be mellow or soft – in many cases, it takes courage, vulnerability, compassion, empathy, and transparency. The ability to actively listen to others, be dependable, considerate and curious all create a culture of contagious kindness. The ability to thank and celebrate the success of others encourages growth, along with offering actionable constructive feedback. We are also kind to ourselves recognising when we need to manage our own energy levels or reach out for support.

Our values

FLEXIBLE

04

We are able to adapt successfully and swiftly to changing situations, keeping calm and being resilient in the face of difficulties. We plan ahead and have alternative options so are ready for all challenges. We are able to think quickly to respond to sudden changes in circumstances and take on new challenges at short notice. We are open to change and will look to explore external trends to build our own knowledge and skillset. The ability to balance and juggle a busy day job is countered by being empowered to use our initiative. We are adept at dealing with changing priorities and workload and succeed through the strong support network within The Stowe Group.

COLLABORATIVE

05

We make an invaluable and positive contribution to our immediate team and the wider Stowe Group team. We demonstrate calmness, leadership, collaboration and are great at coordinating with others to reach a common goal or outcome. We are honest, polite, and fair when working with others. We will look for ways to help others and provide assistance and encourage collaboration with other departments. We seek to find ways to empower others not to blame. We have a positive impact in the workplace and improve the positive energy level of the team. We work well and develop effective respectful relationships with a diversity of colleagues by listening and showing interest in others and their concerns.

COMMUNICATORS

06

We are clear, concise, confident and consistent in our communication to others. We actively listen to others and know when to adapt our communication to colleagues around us, encouraging open discussions. In a team or group setting, we show respect, knowing when to take part in a discussion, remaining open-minded and allowing others to speak without interruption. We share relevant information with others to ensure they are updated and also allowed an opportunity to share their ideas and thoughts for consideration. Opportunities to simplify communication are identified and we will not shy away from offering positive challenge or questioning to others. We act with positive body language and look for the body language clues that others offer to adapt to their communication style.

Job details

Appointment of: Group Project Manager

Department: Estates

Hours of work: Approximately 37.5 hours (or as required)

Accountable to: Group Director of Estates

Job Grade:1

Location: Stowe School (with travel across School sites)

Salary: Competitive

“The Group’s talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support colleagues”

Purpose of the role

To deliver new build and complex refurbishment projects with values ranging from £250K to £10m across the Stowe Group.

To appoint and manage external consultants and contractors throughout the project life cycle; ensuring that projects are delivered on time, in budget and to the agreed specification.

Responsibilities and Accountabilities

- Reporting to the Group Director of Estates to be responsible for the delivery of complex refurbishment and new build projects as instructed, including obtaining all relevant statutory approvals.
- To evaluate, appoint and manage external consultants including Architects, Quantity Surveyors, M&E Consultants, Health and Safety Advisors and where appropriate external Project Managers, and to act as the Client’s representative.
- To lead the procurement of projects including the tender process and selection of contractors. Thereafter to manage the budget and all reporting.
- To act as the key liaison with stakeholders in the Group delivering communication in a timely and efficient manner ensuring that the delivered project is in line with their requirements.
- To ensure compliance with and have a detailed understanding of all relevant Health and Safety and CDM regulations.
- To have a good understanding of construction contracts and processes.

Key tasks

- Provide support and work alongside colleagues from across the Group in the production of feasibility studies, project plans, and funding requests, to enable projects to be presented for Governors' approval, and to enable project development.
 - To appoint and manage consultants and contractors, including health and safety, financial and suitability assessments, and to act as the Client representative.
 - To oversee the construction/ complex refurbishment works as instructed to deliver the projects in the agreed timeframes and budgets. Undertake project preparation and progress meetings and prepare minutes of the same. Have financial accountability for the project and manage budgets.
 - Where a consultant is not appointed, contract administer the project, agree Final Account and undertake valuations, provide all necessary certification.
 - In all instances keep electronic records ensuring that the electronic 'library' of project data is fully maintained, programmes and trackers of all processes and actions. ensuring statutory compliance, build quality and programme adherence.
- To ensure full Planning and Listed Building applications are made and Building Regulations and any other necessary Statutory applications are applied for in a timely manner with all agreed and adhered to. To include all supplementary reports and liaison with representatives as required.
 - To ensure the agreed project management methods, standards and processes are maintained throughout the project lifecycle.
 - To carry out routine inspections and ensure any remedials or additional works are authorised and delivered.
 - To develop and support effective communication mechanisms between the stakeholders including Governors and external appointments.
 - To ensure all Health, Safety and Compliance paperwork is in place for each project including method statements, risk assessments, Permits to Work, Safe Systems of Work and compliance with CDM regulations.
 - To have a good understanding of the risks and management processes associated with asbestos and ensure that all procedures are implemented in accordance with statutory and policy requirements. Work collaboratively with the Estates team to ensure that the Asbestos Register is kept up to date.
 - To liaise with the Finance Department on cross charges and provide allocation of invoices and orders to budget codes.

Key tasks

- To work collaboratively with the other Estates team members within the Group. Provide support and advice to the Prep School Estate Managers and attend Heads of Department meetings.
- Include the Estates team members within the design and implementation of projects, ensure that commissioning and hand over information is provided within a timely manner, and that any latent defects are addressed.
- Support the Group Director of Estates in the delivery of a safe environment for all users.
- Support the Group Director of Estates in communications with partner bodies, including the National Trust, Stowe House Preservation Trust and Stowe Enterprises Ltd, provide project reports as required, attend meetings and liaise with partner representatives as required.

General Duties

- To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times. To carry out other tasks as can be reasonably expected in line with the role of Group Project Manager.



Person specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> HND/HNC Construction Management/Project Management. 	<ul style="list-style-type: none"> Professional qualification with RICS/ CIOB.
Specialist Skills and Experience	<ul style="list-style-type: none"> Proven track record of multiple projects covering construction and refurbishments within an active operational environment. Experience of managing projects up to £10m-across complicated buildings. Understanding of Planning and Listed Building Consents. Understanding of CDM Regulations. Understanding of asbestos management legislation. Understanding of construction programmes and contracts. Instructing and managing external consultants. Clear thinking and able to make strategic and tactical decisions to progress the project within the constraints set. 	<ul style="list-style-type: none"> Worked within an educational environment. Worked within a Listed Building or Heritage setting. Understanding of leases.
Personal Qualities	<ul style="list-style-type: none"> Strong leadership approach, engendering collaborative and innovative ways of working. Positive communication skills to motivate project team and develop a strong rapport with project stakeholders. Tact and diplomacy in order to get the co-operation of all parties. Emotional intelligence. Collaborative working practices. Positive attitude and ability to work independently. Strives for excellence. 	<ul style="list-style-type: none"> Safeguarding experience (including leading complaint investigations).

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

Date Agreed: November 2024



**WINCHESTER
HOUSE SCHOOL**



STOWE

SWANBOURNE HOUSE
BUCKINGHAMSHIRE

From Stowe School:

Heathrow Airport is an hour's drive away and Luton Airport 40 minutes.

Stowe School has nearby access to main traffic routes the M40, M1 and A5.

Milton Keynes Central train station – with regular trains to London – is a 30 minute drive from Stowe.



Enhanced holiday entitlement

Your contract will provide details of the exact holiday entitlement you will receive



Free School Meals

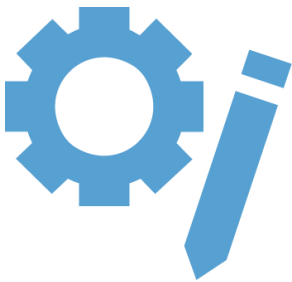
For colleagues working six hours or more during term time



Cycle2work scheme

(National Minimum Wage rules may impact eligibility)

Colleague benefits



Learning and development opportunities



Discounted School Fees

At Stowe Group schools

Access to the Stowe Library

Plus a range of online digital magazines and publications



Free annual flu vaccine



£70 Annual Golf Membership

For you and immediate family (applies to permanent colleagues only)



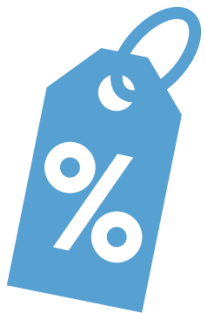
Volunteer leave

Up to 2 days paid leave for volunteering



Employee wellbeing programme

Including free access to counselling services, physiotherapy and more



Shopping discounts

Through the 'Discounts for Teachers' website



Free refreshments



Wraparound childcare

Free wraparound childcare available for all colleagues at Prep Schools



Free gym and swimming pool use

For you and your family (Stowe colleagues only, specific times apply.) Free Yoga classes at Stowe.



We are change makers

THE *Stowe*
GROUP

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Stowe School 01280 818

SECURITY

BARBARIAN