



**OUNDLE**  
School

# Capital Project Manager

Applicant Information



# Oundle School

## The Corporation of Oundle School

**The Corporation of Oundle School, a registered charity, was founded to provide an education of the highest class and this remains its primary objective. The Corporation has responsibility for Oundle School, Laxton Junior School, Oundle School Enterprises Limited and the Oundle School Foundation.**

Oundle School has its origin in a grammar school founded in 1556 by Sir William Laxton, who was Master of the Worshipful Company of Grocers and Lord Mayor of London in 1544. The Grocers' Company is one of the oldest Livery Companies of the City of London and ranks second in the order of precedence. Under the terms of the will of Sir William Laxton, the Grocers' Company continues to demonstrate its support for Oundle School and Laxton Junior School (the Schools) through the provision of bursaries and grants.

## Oundle School and Laxton Junior School

Oundle School has long been associated with the very best of modern independent education, especially boarding. It takes seriously its responsibility to pupils so that they can emerge as decent, open-minded adults; ambitious about what they can go on to achieve and contribute. 1140 pupils are on roll at the School, of whom 840 are full boarders.

Laxton Junior School is a day school of 260 pupils from Reception to Year 6, located in the heart of Oundle. A team of around 800 staff, both academic and support, ensure an education of the highest standard is in place across the Schools with the efforts of the whole team focused on this fundamental aim.

## Oundle Today

The Corporation of Oundle School is a rewarding and exciting place to work. We are proud of our staff and we value the contribution that every employee makes to the life of both Schools and our pupils.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and social clubs for both young and old. Barnwell Country Park is within easy walking distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

## Recruitment Process and Benefits

The recruitment process will be conducted in line with our Recruitment Policy to select the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state-of-the-art Sports Centre and Swimming Pool
- Electric Vehicle scheme subject to rules
- Cycle to Work scheme subject to rules
- Free lunch available for staff during School term times
- Free car parking (subject to availability)

*Some of the above are non-contractual.*

See also the Employment Information section.

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential in employment.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

# Capital Project Manager

## Responsibilities and Organisation Structure

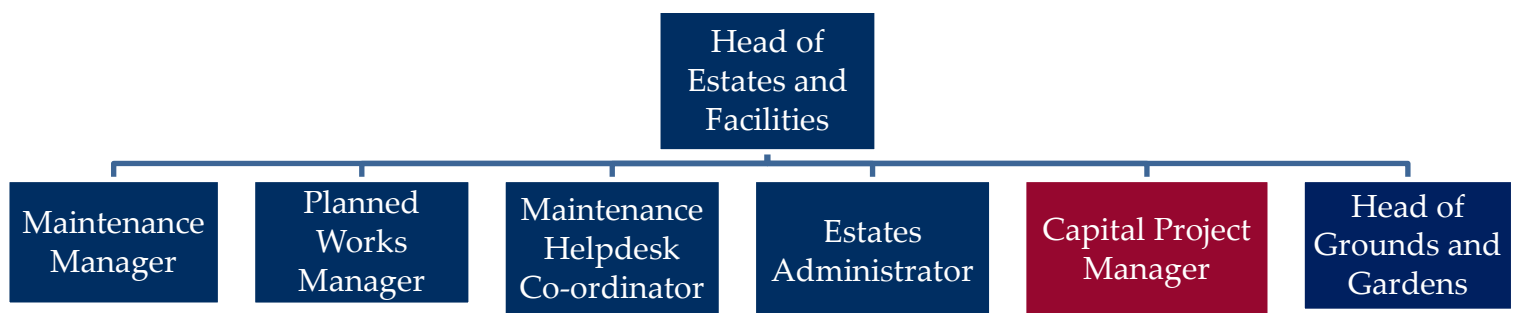
The Capital Project Manager will work client side and has responsibility for the programme/project management of the School's portfolio of capital development projects, working under the direction of the Governor-led Project Development Steering Group and reporting to the Bursar through the Head of Estate and Facilities.

The Project Manager's responsibilities span a broad spectrum, covering all the areas of project management including - project planning, procurement, financial planning, cost and risk management, time management, quality management, change control, contract administration, safety management and liaison with fundraising development office as well as users.

In essence, the Project Manager acts as the backbone of the entire programme. It is a position of great responsibility, requiring complete and thorough technical knowledge of the construction process coupled with a focus on both programme cost and quality.

They are the leader who conceptualises the construction project, and is responsible for its smooth organisation, implementation and completion, to the satisfaction of the School. This job description aims to highlight the multi-faceted role of the person managing a construction project.

Department	Bursar's Office
Section/Department/Team	Estates
Responsible to	Head of Estate and Facilities
Responsible for (staff)	Nil



## Key Responsibilities

### Project Management

- Oversee and assist each construction and refurbishment project from inception to completion, ensuring any issues which arise during the process are resolved in a timely manner.
- Manage the project strategy and design development stage, enabling the School to make informed choices in balancing their objectives within the project's constraints and risk management regime.
- Assist in the financial planning to ensure a successful project with close liaison with the fundraising arm of the School and Bursary Finance team.
- Devise the project work plans and make revisions as and when need arises.
- Check that the contractor's construction phase plan and method statements are viable and that the plans for risk management are compliant.
- Monitor the progress of the design and construction activities on a regular basis and hold regular update meetings with all the teams.
- Ensure robust team management and change control processes are communicated across the project team and maintained throughout the project.
- Oversee commissioning, agree completion, settle final accounts and ensure a smooth transition of the project through to ongoing school management.
- Oversee procurement and recommend/ tender the appointment of consultants and contractors using appropriate contracts and fee arrangements.
- To oversee the design brief, liaising with key Oundle School stakeholder architects, cost consultants, other specialists, the local planning authority, and contractors, etc.
- Perform a key role in project planning, budgeting, and identification of resources needed and ensuring personnel coming on site have the appropriate clearance and checks in place to do so.
- Project accounting functions including managing the budget, preparation of cash flow analysis, tracking costs and minimising exposure to risk. Work, in liaison with the Bursary Finance team, to ensure appropriate procedures and reporting are in place and being managed.
- To report regularly to the Head of Estate and Facilities.
- Attend meetings with the Head of Estate and Facilities as required.

### Additional Duties

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- To assist the Estates Department in any capacity that may reasonably be required.

These tasks are not intended to be exhaustive.

It is anticipated that these duties and responsibilities may change from time to time.

## 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.

Qualifications	Essential	Desirable
Construction related degree or qualification	•	
Professionally qualified		•
Health and safety qualification		•
Recognized project management qualification		•
Specialist Skills and Experience	Essential	Desirable
Project management (client side) skills demonstrated in small to medium-sized construction developments	•	
Experience delivering refurbishment projects	•	
Used to managing a design team and contractors for the client	•	
Strong communication skills	•	
Construction Industry experience	•	
Cost and programme control including experience in value-engineering, claims, variation, extensions or damages	•	
Knowledge of construction contracts and professional team appointments		•
Able to programme and working knowledge of a project management system such as MS Project	•	
Thorough and demonstrable understanding of Health & Safety, able to lead the School and contractors in developing a rigorous and compliant approach to safety		•
Experience of working with Schools		•
Experience working with Planned & Preventative Maintenance schedules/ strategies	•	

Personal qualities	Essential
Strong leadership	•
Team player	•
Able to create a positive and 'can do' attitude that motivates and encourages people.	•
Personally focussed and driven to achieve results	•
Excellent interpersonal and communication skills at all levels, sensitive to the unique school environment	•

## Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than those to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** To be agreed with the candidate
- **Contract:** Fixed term for a period of 3 years, until December 2027.
- **Working weeks:** This role is full time.
- **Hours of work:** Normally 40 hours per week, 8.30am to 5.00pm, however flexibility will be required due to the nature of the role. All meal breaks are non-working hours and unpaid.
- **Salary:** Competitive
- **Contributory Pension Scheme:** You will need to contribute a minimum of 3% of your contracted salary and you are eligible to receive a contribution from the School of a minimum of 5% of the contracted salary.
- **Life Assurance:** 3 x salary, subject to scheme rules.
- **Holidays:** 33 days. There is a requirement to work any Bank Holiday when the School is in operation, which is currently May Day. Any official School closure period (currently during part of the Christmas holiday) is classed as non-working days, and this is in addition to the holiday entitlement.

To apply, please visit our Recruitment website at: [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies)

The closing date for this vacancy is Thursday 23<sup>rd</sup> May 2024, 9am.

If you have any questions about the role, please contact:

**HR Department**  
**Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE**  
Email c/o: [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk) / Tel: 01832 277144



