

Project Manager

Opportunity	
Who are we?	Learning Unlimited Teaching School Alliance ST THOMAS OF CANTERBURY SCHOOL CHANCET WOOD DRIVE SHEFFIELD SOUTH YORKSHIRE UNITED KINGDOM S8 7TR Company No. 09766609
Lead Contact	Andrew Truby, Strategic Lead for Learning Unlimited TSA
	<p>We require a highly effective project manager to:</p> <ul style="list-style-type: none"> • Support a variety of projects in the teaching school. • Coordinate and manage a specific DfE project working with 17 primary schools. • Use online project management tools to map out projects. • Drive projects through to completion, keeping the team focussed on milestones and key performance indicators and provide reports. • Manage the relationships with the headteachers of schools we are supporting. • Manage the diaries and workload of the team and ensure that key milestones are met. • Manage allocated budgets for specific projects within the guidelines set by the strategic lead. • Contribute to the review of the organisation's administrative processes with a view to seeking their ongoing improvement. • Work under the leadership of strategic lead. • Provide general support and administrative support to the team. • Other duties related to the teaching school. <p><i>There is some flexibility in the working hours (to be discussed and agreed with the strategic lead)</i></p>
Duration of contract	January 2018 – July 2019 [possibility to start sooner if available] 5 Terms
Location	The Project Manager will be based at St Thomas of Canterbury in Sheffield in our new office however would need to be able to travel to schools within the region regularly and occasionally nationally.
Salary	Grade 5: pay range 22-27
Applications	For a recruitment pack, please email a.bray@lutsa.co.uk . Application Deadline: Friday, 29 th September 2017 Assessment Day: Friday, 6 th October 2017