



Job Description

Post Title:	DAP Project Manager
Salary:	SO1, Points 23 - 25
Hours of Work:	22.5 Hours per week, TTO + 5 Days
Working Patten:	The role is school-based but may include the need to work from home occasionally by agreement with the Headteacher, and to vary the weekly patterns of hours as required, e.g. for after school parental support meetings.
Post Status:	Permanent
Disclosure level:	Enhanced
Responsible to:	Chair of the DAP partnership / Head of School – Keighley

Main Purpose of the Post:

Working alongside the Chair of the District Achievement Partnership and the headteachers of the partner schools to respond to the priorities set in the DAP's annual strategic review by supporting with the development of action plans and improvement projects for school staff to participate in. This will include supporting with the planning and arranging communications and engagement with staff in the DAP schools and supporting the Chair administratively where necessary.

Management Responsibility:

- The administration of annual budget plan and accounts;
- Supporting the coordination of projects arising from the DAP's annual strategic plan;
- Organisation of diary planning, meeting scheduling and production of minutes;
- Liaison with external partners of the DAP to ensure their participation in the DAP's dialogue with LA, NHS and sector networks.

Key Relationships:

- Members of the DAP headteachers group
- Staff of DAP schools involved in planning and co-ordinating school-level projects
- Campus Business Team for administrative function of the partnership
- Trust central staff for financial transparency and audit compliance

Key Responsibilities:

- Liaising with the Chair and DAP Heads group while acting as the first point of contact for all projects that support the DAP Development Plan.
- Supporting with the development and monitoring of the DAP Action Plan.
- Providing administrative support to the Chair and other nominated leads when required, including by acting as note taker at confidential meetings.
- Interpret data/information/detailed reports as appropriate to the DAP.

- Supporting with the administration of the planning of the annual DAP budget of <£100k including: working with the Chair to prepare an annual business plan, collecting subscriptions, maintaining financial records for audit, providing annual outturn accounts.
- Working closely with the Trust's admin staff to ensure that money is held separately, accounted fully and all procurement undertaken in line with the Academies Financial Handbook.
- Being responsible for organisation of DAP training events such as the Common Training Day and organisation of hospitality if required.
- Promoting and supporting colleagues to respond to the DAP's surveys and the participatory expectations of DfE, NHS and other partners.

Associated responsibilities:

- Supporting the work of the Medicine in Specialist Schools Partnership set up in Bradford as an outcome of the DAP's wider work in regional and national partnerships, as a contribution to system leadership.
- Organise an annual training day for all schools in October each year (700+ staff) across multiple venues, liaising with DAP Heads/ Deputies to agree priority training and book potential facilitators.
- Maintaining an annual cycle of dates for School to School Reviews with Navigate consultants as SIPs ensuring any changes are kept up-to-date.
- Maintaining website and social media accounts on behalf of the partnership.

Person Specification

Essential (E) on application or Desirable (D) to gain in role

- 3 to 5 years extensive experience of working in a school/office environment at a senior/leadership/decision making level to include dealing with a complex workload. (E)
- Extensive experience using Microsoft Office and complex databases su with excellent IT skills. This should include the production of detailed and complex reports and spreadsheets etc. (E)
- Experience of financial management including strategic financial planning, budgets and financial reporting; preferably in an Education setting. (D)
- Extensive experience of dealing with Health and Safety matters. (D)
- GCSE English and Maths grade C or equivalent (E)
- Training in related area of job description e.g administration / finance/project planning (D)
- School Business Manager specific qualification e.g. DSBM, CSBM, ADSBM or Msc. School Business Management. (D)
- NVQ Level 4 or degree level management/business qualification. (D)
- Extensive experience of maintaining complex information systems (E)
- Have an excellent understanding of national and regional educational services and how an administrative/ site support service within a school/trust is run. (D)
- Data Protection / GDPR (D)
- Knowledge of systems and processes linked to the tendering and commissioning services for schools. (D)
- Excellent organisational, communicating and problem solving skills with the ability to use own initiative and work proactively both in a team and independently. (E)
- Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise and experience. (E)
- Ability to self-evaluate learning needs and actively seek new learning opportunities. (E)
- Demonstrate good co-operative, interpersonal and effective listening skills. (E)
- Maintain confidentiality in all matters relating to the DAP schools, the trust, its pupils, parents or carers in line with the Data Protection Act. (E)

