



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	<ul style="list-style-type: none"> Facilities Project Manager
DEPARTMENT	<ul style="list-style-type: none"> Facilities & Estates
REPORTS TO	<ul style="list-style-type: none"> Head of Facilities

ROLE DETAILS	
PURPOSE OF THE ROLE	<ul style="list-style-type: none"> The Facilities Project Manager will plan, monitor and oversee an array of small- and medium-sized projects across two sites in preparation for the School's transition to fully coeducational.
ACCOUNTABILITY	<ul style="list-style-type: none"> The Facilities Project Manager will be accountable to the Head of Facilities
AUTHORITY	<ul style="list-style-type: none"> Authority will be as delegated by the Head of Facilities and any other Project Managers as and when required to fulfil the key duties and responsibilities of the role
RELATIONSHIPS	<ul style="list-style-type: none"> Members of the Facilities and Estates Team Other key operational teams within the organisation Interim Project Manager External stakeholders, including contractors, suppliers, governing organisations and parents within the ESMS community

DUTIES AND KEY RESPONSIBILITIES	<p>Project Planning and Monitoring</p> <ul style="list-style-type: none"> As a member of the Facilities & Accommodation workstream within the larger School project, create and manage a comprehensive plan of facilities works with detailed timelines and task dependencies Work with the Estates team and Project Manager to create a separate project plan for the summer furniture move, including a detailed outline of the furniture and technology required in each room or space across the sites Monitor the Facilities project plans, adjusting the tasks, timeline and resource allocation where and when required Monitor the project spend against the budget, flagging potential overspend to the Head of Facilities Management, Project Manager and Chief Financial Officer Be on site to inspect the work, ensuring it is happening to the required specifications and in the allocated time frame <p>Resource Allocation</p> <ul style="list-style-type: none"> Assist the Head of Facilities Management in allocating labour resources to the projects and assessing the need for additional internal staff or contractors to complete the work on time and within the project budget Ensure seamless transfer of projects from other project workstreams to the Facilities & Accommodation workstream for installation or implementation, building the new tasks into the Facilities project plan and allocating resources accordingly
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	<ul style="list-style-type: none"> • Create a work order for each job, outlining the location, tasks, services and/or maintenance to be done, the associated materials required, and the timeframe in which it should be completed <p>Materials and Supplies</p> <ul style="list-style-type: none"> • Assess the scope of the projects to determine if materials need to be ordered ahead of the work • Liaise with the Estates and Finance teams to source project materials, acquire quotes, create purchase orders, and receive delivery <p>Project Risks and Mitigation</p> <ul style="list-style-type: none"> • Work with the Head of Facilities Management and Compliance Manager to assess and mitigate project risks, ensuring the planned work is completed on time and within budget and does not impact the day-to-day operations of the schools • Meet regularly with the School Project Manager to report on the progress of the work, discuss areas of concern or changes in the timelines or scope of the work, and flag areas that will require internal or external communication and planning
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • 3-5 years of project management experience • 	<ul style="list-style-type: none"> • Experience working in a building or renovation environment with multiple trades
Education/Qualifications	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Prince2 or PMP
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Proficient in Microsoft Planner and Excel • Excellent communication and collaboration skills, with the ability to interact with internal and external stakeholders at all levels • Ability to quickly understand new systems and translate operational needs into practical solutions • Strong analytical capability and attention to detail • Calm, structured approach to problem-solving and change. 	<ul style="list-style-type: none"> •
Personal Attributes	<ul style="list-style-type: none"> • Highly organised and detail-oriented • Capable of working effectively under pressure and meeting tight deadlines • Proactive and self-motivated, with the ability to take initiative and hit the ground running 	<ul style="list-style-type: none"> •