



EMMANUEL SCHOOLS  
FOUNDATION

**Project Manager (Estates)**

6 months Fixed-term

VALUED, CHALLENGED, INSPIRED



# WELCOME

Dear Applicant

Thank you for your interest in the role of Project Manager (Estates) within the Emmanuel Schools Foundation.

This is an exciting opportunity to join a collaborative and forward-thinking Estates Team in this new role that has responsibility for the delivery of allocated capital estates projects through to handover.

The post-holder will lead and manage a portfolio of estate investment and development work, acting as the client-side project lead. They will ensure projects deliver maximum value for money, elevate educational impact, and align with our masterplan and environmental goals.

We're looking for someone who will work with confidence across technical drawings (CAD), contract management, project reporting, and stakeholder engagement holding consultants, contractors, and suppliers to account to deliver what our learners deserve.

If you have the necessary skills to hit the ground running to make a meaningful impact in an education environment that values innovation and teamwork – we'd love to welcome you to the team.

Neil Spooner  
Head of Estates

# MISSION

## CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

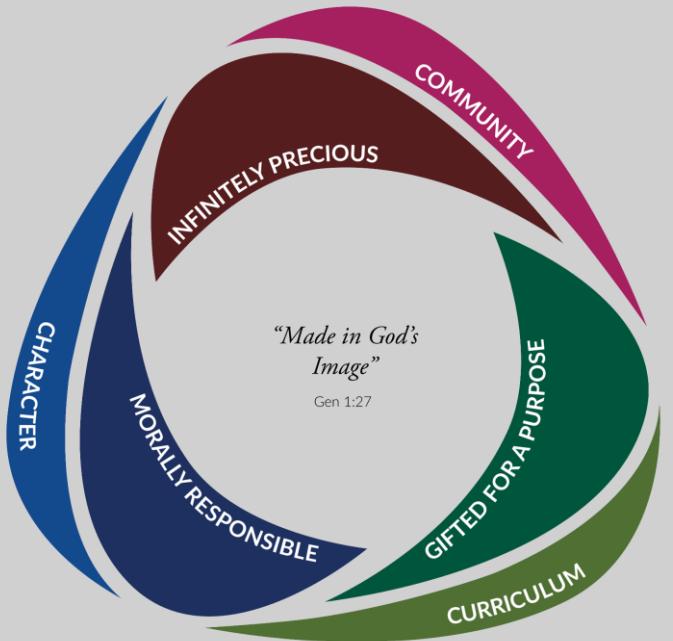
## CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

## COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

## OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY  
PRECIOUS, MORALLY  
RESPONSIBLE AND GIFTED  
FOR A PURPOSE”

# THE ROLE

Reporting to the Head of Estates and being responsible for project specific consultants and contractors, the Project Manager (Estates) will have responsibility for:

## Project Design & Feasibility

- Collaborate with Operations Leaders during the feasibility, scoping and concept design stages of capital projects (e.g. refurbishments, new builds, reconfigurations).
- Produce and interpret CAD drawings, site plans and layouts ensuring spatial planning supports pedagogy, inclusion, and future adaptability.
- Translate educational briefs into design solutions, working with architects and engineers where required.
- Lead consultation with school staff, leaders and Trust teams to ensure design integrity and user needs are fully understood.

## Capital Project Management

- Manage the full lifecycle of allocated capital projects: project planning, procurement, design coordination, contractor management, construction oversight and closeout.
- Ensure projects meet Trust standards, budgets, timelines and strategic aims and that disruption to education is minimised.
- Act as the Trust's representative on-site during construction phases, ensuring quality control, compliance and safeguarding requirements are upheld.
- Coordinate procurement and tendering (where required), working within public sector procurement rules and frameworks.
- Ensure all building works are appropriately risk-assessed and comply with CDM, building regulations, and health & safety law.

## Performance, Risk & Reporting

- Maintain detailed project documentation including budget trackers, risk registers, Gantt charts, and post-completion reviews.
- Report progress, spend and risks to the Head of Estates and DCOO regularly through structured programme updates.
- Build and maintain strong working relationships with DfE, Local Authorities, contractors and planning authorities as needed.

## Sustainability and Inclusion

- Embed environmental sustainability and energy efficiency into project design and delivery from materials and M&E to landscaping and lighting.
- Ensure all projects support the Trust's accessibility and inclusion goals meeting or exceeding DDA requirements.
- Apply "Net Zero by Design" principles, working with consultants to model energy use, lifecycle cost and CO<sub>2</sub> reduction.

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SUPPORTING STUDENTS  
AND STAFF TO BECOME  
THE PERSON THEY HAVE  
THE POTENTIAL TO BE”



# THE PERSON

## Essentials

- Proven experience of managing capital building or refurbishment projects in education, public sector, or commercial environments.
- Strong knowledge of project delivery frameworks including RIBA Plan of Work, CDM 2015, and DfE Building Bulletins.
- Excellent project management skills able to handle multiple concurrent projects with strong control over scope, time, and cost.
- Experience in contract management and managing multidisciplinary project teams.
- Strong understanding of safeguarding, health & safety, and site security during live school construction works.
- Confident, professional communicator credible at site level, in design meetings, and at Executive level.

## Desirables

- Professional qualification in project management (e.g. PRINCE2, APM PMQ, RICS Project Management pathway).
- Competent in the use of CAD software (e.g. AutoCAD, SketchUp) to read, edit and produce site layouts and building plans.
- Experience delivering CIF, SCA, TCaF or DfE-funded projects in MAT or LA school settings.
- Understanding of environmental design tools (e.g. TM54, PHPP, EPC modelling) and decarbonisation strategies.



# KPIs

## Indicative Key Performance Benchmarks

(subject to agreement with Head of Estates and DCOO on a project-by-project basis)

### 1. Capital Project Delivery

- **On-Time Delivery Rate**

90% of projects completed within the agreed programme timeline (within 5% of baseline schedule).

- **On-Budget Delivery Rate**

95% of projects delivered within the agreed cost envelope or with clearly approved scope variation.

- **Project Scope Accuracy**

100% of projects delivered to agreed scope and specification (including safeguarding, access, and environmental features).

### 2. Project Performance and Quality

- **Post-Project Evaluation Score**

Minimum 85% satisfaction from school leaders/stakeholders in post-occupancy evaluation (POE) or feedback survey.

- **Defects and Snag Management**

100% of snags resolved within 3 months of project handover; zero unresolved Category A defects at 6 months.

- **Project Risk Management**

100% of live projects have an up-to-date, active risk register with monthly updates; critical risks escalated in line with governance thresholds.

### 3. Technical & Design Contribution

- **Educational Design Integration**

100% of projects reflect key educational design requirements (e.g. SEND access, circulation routes, classroom adjacencies) aligned with school need.

- **Design to Reality Alignment**

Minimum 90% design fidelity on completion compared to approved Stage 3 or Stage 4 drawings.

### 4. Sustainability and Innovation

- **Net Zero Compliance**

All new-build or major refurbishment projects meet or exceed the Trust's environmental design standards (e.g. EPC B+, low-carbon heating).

- **Innovation in Delivery**

Minimum of 2 new methods, tools, or suppliers piloted or introduced annually (e.g. modular build, digital twin, offsite M&E, smart controls).

### 5. Stakeholder Communication & Reporting

- **Reporting Timeliness**

100% of project updates, budget reports, and risk logs submitted by agreed deadlines to Head of Estates and central team.

- **Contractor & Consultant Performance**

Minimum 90% of contractors and consultants rated "good" or above by the Trust in end-of-project review.

- **Zero Major Disruption**

No capital project causes unplanned school closure or significant disruption to learning due to poor project management.



# APPLICATION DETAILS

## Vacancy Details

Salary: SCP 34 to 38 - £45,701 - £49,948 (actual annual salary)

Location: Trust-wide; hybrid/flexible

Working Terms: 37.5 hours per week, Monday - Friday, Whole time,  
Fixed-term (6 months)

Start date: ASAP

## Deadline

Closing date: 27 February 2026

Interviews to be held: Week commencing 09 March 2026

## How to apply:

For further information, please visit [www.esf-web.org.uk](http://www.esf-web.org.uk) or contact the Head of Estates on [nspooner@esf-mail.org.uk](mailto:nspooner@esf-mail.org.uk) . A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application.

APPLY ONLINE HERE

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.

