

OUR LADY AND ALL SAINTS MULTI ACADEMY COMPANY

MAC DEVELOPMENT PROJECT MANAGER

(initial fixed term 12 month contract)

The successful candidate is expected to meet the following criteria:

Criteria	Essential	Desirable	Measured By
Experience	<ul style="list-style-type: none"> • Proven administration and project leadership and administration experience. • Experience of MAT/MAC conversion working with schools, Local Authorities and National Agencies including DfE • Team working • Experience of guiding, motivating and developing team members at a range of levels • Working within specified financial constraints and to specified deadlines 	Experience of supporting the work of Governing Bodies or committees	Application Form/ Interview
Qualifications/ Training	<ul style="list-style-type: none"> • Evidence of Continuing Professional Development • Current Driving License 	Degree in Business Administration or another relevant discipline or demonstrably equivalent qualifications and experience. Management qualification	Application Form
Knowledge/ Skills	<ul style="list-style-type: none"> • Leadership and management skills. • Excellent literacy, numeracy, verbal and IT skills. • Negotiating skills. • Excellent interpersonal skills – evidence of ability to establish effective working relationships. • A commitment to own personal development. • Understanding of relevant financial, health and safety, education legislation and its impact on academies. 		
Attributes	<ul style="list-style-type: none"> • Supportive of the Catholic ethos of the Multi Academy Company. • Appreciation and good understanding of the social inclusion of the MAC stakeholders. • Ensures main strategic priorities are translated into clear objectives and practical actions. • Handles sensitive issues constructively to resolve conflict. • Ability to communicate complex information clearly and concisely to a range of audiences and translate 	Knowledge of the governance structures of schools, academies and multi-academy trusts Knowledge and understanding of the conversion process for academies.	Application Form/ Interview

	<p>into clear objectives and practical actions</p> <ul style="list-style-type: none">• Ability to produce effective reports and documentation relating to project plans and the impact of work undertaken• Excellent communication skills written and verbal and the ability to take accurate notes and minutes of meetings• Ability to work strategically, and to tight deadlines with the minimum of supervision• Ability to work well with a range of key stakeholders i.e. school leaders, governors, local authority officers, Diocesan representatives and DfE.• Ability to work independently, flexibly and creatively• Resilience and determination to ensure that the core values of the Academy are achieved.• Promotes a culture of trust, where honest and constructive feedback is sought and handles sensitive situations constructively to resolve issues.• Excellent knowledge of the education system including academies, free schools and teaching schools.		
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