

ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS
Teaching School Mentally Healthy Schools Project Manager
Salary Scale 6 NJC points 19 – 22 (£24,799 - £26,317 pa) pro rota
Temporary contract initially for 12 months
Full time term time only (plus 5 extra days)
Actual starting salary £21,236pa
36.25 hours a week
Local government pension scheme
Required as soon as possible

Altrincham Grammar School for Girls, part of the Bright Futures Educational Trust, is a highly successful single sex 11 -18 academy in the South Trafford area. Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. The Trust's vision is the best *for* everyone, the best *from* everyone. Our values of community, passion and integrity are at the heart of everything we do. There are currently seven schools within the Trust. BFET is committed to providing all staff with the training and support they need to be the best in their profession. Benefits include: working cross-phase, knowledge exchange between our schools and the opportunity to work with some of the most inspiring colleagues in their profession.

Altrincham Grammar School for Girls (AGGS) was in the first cohort of schools to be designated a National Teaching School in 2011. AGGS is the lead school in the "Alliance for Learning". Our teaching school alliance comprises schools of every type and phase, plus universities, throughout a wide geographical area. The impact of teaching school activities is felt within the Trust and far beyond. We have a reputation for excellence regionally and nationally, of which we are very proud. The Alliance for Learning SCITT is a dynamic, high-quality teacher training provider offering a range of school-based routes into teaching in the Early Years, Primary and Secondary sectors.

The teaching school has been leading mental health training courses for the last three years and our offer has grown significantly. The number of localities we are delivering training across has grown and this coupled with the Greater Manchester Mentally Healthy Schools programme means that we have a unique mental health offer as a Teaching School. Due to the size of the GM project we now have a real need for a Project Manager role. The GM project has been commissioned by the Greater Manchester Health and Social Care Partnership, teachers have been given mental health first aid training and young people have become mental health champions. The scheme, which is a collaboration between the Alliance for Learning Teaching School, Place2Be, Youth Sport Trust and 42nd Street, has also provided a simpler, easier way to refer into Healthy Young Minds/Child and Adolescent Mental Health Services (CAMHS).

Our work in this area will involve coordinating the support and delivery from many partners and working with at least 125 schools in Greater Manchester. We are seeking an experienced, highly skilled project manager who is committed to our teaching school values and who will provide outstanding project management and administrative support for this project.

Main Duties and Responsibilities

The Director of Teaching School & Partnerships is the strategic lead for the teaching school element of the Mentally Healthy Schools (MHS) phased roll out across Greater Manchester. The MHS Project Manager will report to and work closely with the Director of Teaching School to manage this project.

The successful candidate will have demonstrated highly effective project management and administration work and/or communicating with large numbers of stakeholders/partners. The successful candidate will be used to teamwork, high standards and have a capacity for hard work. He or she will be a solution-focussed person with an ability and determination to ensure good delivery of the project. The post-holder will perform various management tasks such as oversight of the project, liaising with partner agencies, making decisions about scheduling training, visits to schools, along with handling other project documentation and queries from partner schools. To succeed in this role, excellent time management and communication skills are essential as the role involves collaborating with clients and internal teams to deliver results to agreed deadlines. Negotiation skills and an ability to be solution-focused are essential. Ultimately, the Project Manager's duties are to ensure that all aspects of the project operate smoothly and that all aspects of the project are well organised.

Key Responsibilities:

- Working in close partnership with the Director of Teaching School to assist in the development of the overall strategic approach
- Developing a detailed project plan to generate and track progress
- Liaising with all other agencies and ensure good communication
- Representing the Director of Teaching School at partnership meetings
- Liaising and negotiating with partner headteachers
- Overseeing any changes in the project and managing change effectively ensuring things are still 'in scope'
- Measuring project performance using appropriate systems, tools and techniques
- Managing risks by completing a risk register for the project, along with mitigating plans and actions, which are actively managed
- Creating/maintaining comprehensive project documentation
- Coordinating project schedules, internal resources, equipment and information
- Liaising with trainers/key personnel in the five partner agencies to assure the overall direction and integrity of the project and flawless execution of project
- Liaising with partner agencies to identify and define project requirements, scope and objectives
- Ensuring that over 120 partner schools receive good customer service from the mental health project team
- Prioritising activities into project phases, in order to ensure all jobs are completed within the agreed timeframe
- Acting as the point of contact and communicating the project status to all participants
- Providing event coordination support and attending celebratory events
- Producing reports through agreed lines on project progress
- Producing comprehensive project documentation/reports for the mental health leadership team
- Suggesting considered solutions to any challenge
- Researching appropriate training venues and coordinate all aspects of the booking / delivery of training materials

Communication/marketing

- Implementing a strong and timely social media campaign to share the success of the project
- Creating engaging text, image and video content for publicity and social media channels
- Designing social media posts to sustain readers' curiosity and create buzz around our GM project
- Measuring web traffic and monitoring reach

- Developing an optimal posting schedule, considering web traffic and customer engagement metrics
- Overseeing social media accounts

School-wide Responsibilities

- Being aware of and acting upon relevant school policies and, in particular, those associated with child protection/safeguarding children and health and safety issues.
- Being responsible for maintaining a clean and tidy environment.
- Attending relevant meetings as required.
- Acting as a role model for the pupils in school.
- Acting as an ambassador for school and ensuring that the school's high standards are promoted at all times.
- Supporting the school in its open evenings and award evenings.
- Supporting the school in its entrance examination.
- Any other relevant duties requested by the Principal/Director of Teaching School.

This job description is not prescriptive and may be changed, in consultation with the post-holder, to meet the changing needs of the Trust/Altrincham Grammar School for Girls and the Teaching School.

Training and Development

As a Teaching School, we are committed to the professional development of all staff. The Teaching School Mentally Healthy Schools Project Administrator will participate in the school's appraisal arrangements and an experienced reviewer (line manager) will be appointed to assist in the Teaching School Mentally Healthy Schools Project Administrator's development.

Probationary period

The appointment is subject to a six-month probationary period. At the end of this period, provided service has been satisfactory, the appointment will be confirmed for the further two months of the contract. If service is not satisfactory employment may be terminated within the probationary period. BFET requires six weeks written notice to resign from the post.

If invited for interview, candidates are requested to bring original copies of the following documents on the interview day which we need to have sight of:

- Qualification Certificate(s) (if applicable)
- National Insurance Card (or letter from HMRC)
- Photo ID to provide evidence of the right to work in the UK (passport and driving licence)
- Two other forms of identification that verify your name, address and date of birth e.g. birth certificate, marriage certificate, bank or credit card statement, utility bill.

Applications: Please return your application to Mrs C Williams at the school by midday on Monday 1 July 2019. Interviews are to be held in the week commencing 15 July 2019. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted by application form only. Please do not send CVs. Supporting documents/letters of application are welcomed.

**Teaching School Mentally Healthy Schools Project Administrator
Person Specification**

	Essential	Desirable
Qualifications	English and Maths at GCSE grade C or above	Project management training eg: PRINCE 2 qualification
Experience	Significant experience in coordinating or providing administrative support for large scale projects Experience of providing support/organising large scale events/conferences Experience of organising events and meetings Experience of monitoring, evaluation and analysis of data	Experience of working in a school environment
Knowledge	Good knowledge of Windows operating system and Microsoft Office software including Word, PowerPoint, Excel etc. Knowledge of effective marketing and advertising including the use of social media	Knowledge of current issues facing schools and educational establishments
Skills and Abilities	Excellent communication skills including tact and diplomacy, negotiation and conflict management Ability to be self-motivated, work independently and self-manage Ability to work under pressure and stay calm at all times Ability to preserve confidentiality Ability to work effectively at speed and to deadlines Ability to prepare training schedules and follow an action plan Good organisational skills, including multitasking and time-management Strong client-facing and teamwork skills Strategic thinker that can influence and implement change in a dynamic environment Excellent IT skills Highly organised and thrives on multi-tasking in a fast-paced environment with ambitious targets Ability to make operational decisions as and when required Ability to use initiative and solve logistical problems Flexibility and adaptability Negotiation skills Team player Resilience to see project phases through to meet deadlines Commitment to further training and development	Some experience of monitoring customer engagement – eg: social media monitoring / web traffic

The skills and attributes listed above will be assessed through:

- The application form and any relevant tasks on the interview day.

- A formal interview, along with supporting evidence from referees.

Further information about:

- BFET is available on the Trust's website <http://bfet.co.uk/>
- AGGS, including a copy of the school's prospectus and the most recent OFSTED inspection are available from the school's website <http://www.aggs.trafford.sch.uk/>.
- The Teaching School: <http://allianceforlearning.co.uk/>

BFET is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974.