Post title	**Project Manager**
Grade:	Band J - NJC Scp 32-25
Hours:	37 hours per week, 52 weeks per year
Team	Principal Building Surveyor

Main purpose of the job:

The postholder will provide professional advice and lead on the delivery of capital and estate improvement projects across the Trust. The postholder will focus on the planning, design, procurement, and contract management of major building works, ensuring all projects are delivered safely, compliantly, and to a high standard.

The role includes providing expert advice, approving technical designs, and ensuring compliance with building regulations, CDM, and regulatory regulations.

This role supports the Trust's long-term estate strategy by overseeing construction & project activities, advising on building condition and suitability, and ensuring capital investments align with the educational and operational needs of our academies.

Key duties and responsibilities

Project Leadership & Technical Assurance

- Lead the delivery of assigned capital projects (condition works, compliance upgrades, refurbishment), funded through School Condition Allocation (SCA) or other grants.
- Act as the technical lead for building design reviews, specifications, and contractor proposals, compliance, and construction methods.
- Approve construction and design documentation in accordance with building regulations, CDM, fire safety, and safeguarding requirements in education settings.
- Liaise with contractors and school teams to coordinate project delivery and quality assurance.
- Maintain accurate project documentation and deliver project reporting to internal stakeholders and funding bodies.
- Lead condition and feasibility studies of upcoming projects, recommending project design and delivery.
- Develop and manage detailed project plans, programmes, budgets and risk registers for capital projects.
- Review contractor valuations, variations and final accounts.
- Act as the primary point of contact between academies, consultants, contractors and Trust leadership, holding regular project meetings and managing stakeholder expectations.
- Promote sustainable design principles and lifecycle cost considerations within capital investment decisions.

Compliance & Assurance

- Ensure all projects meet funding conditions (procurement thresholds, value for money, reporting).
- Ensure that works comply with statutory and legislative requirements, including CDM, Building Regulations, planning, and H&S obligations.
- Contribute to Trust-wide compliance frameworks and maintain robust assurance documentation for audit readiness.
- Provide detailed specifications & tender capital works in line with public sector procurement law & Nexus MAT policy.
- Manage appointed contractors and consultants on-site, ensuring contract compliance, performance, and issue resolution.
- Support post-project evaluation, defects resolution, and integration into asset lifecycle planning.
- Deliver capital projects from initiation through to completion

Asset Management & Estate Condition

- Assist in developing the annual estates investment plan based on condition data, compliance risk, and strategic priorities.
- Maintain up-to-date records and support data entry into asset management systems
- Provide expert advice to site teams and school leaders on building performance, minor works, and compliance matters.
- Provide professional advice and technical input to senior leaders, site managers, and contractors.
- Support the Trust's wider transformation goals by ensuring that capital investment supports high-quality, safe, and sustainable learning environments.

Safeguarding

- Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

Person Specification

		Essential	Desirable
Qualifications	Project Management qualification, recently qualified/ working towards or previous relevant experience	•	
Experience	Delivering capital or condition projects in live operational settings	•	
	Reviewing technical drawings, specifications, and contractor proposals	•	
	Compliance with CDM, Building Regulations, planning obligations	•	
	Liaising with multi-disciplinary teams and site staff	•	
	Experience in education or public sector buildings		•
	Experience of project risk management	•	
	Managing external consultants and contract monitoring	•	
	Supporting estate strategy and lifecycle planning	•	
Thinking Ability	An analytical thinker who can process complex information quickly and rigorously in order to recommend effective decision making	•	
	Can demonstrate sound judgement to undertake complex tasks in a systematic way	•	
	Ability to interpret complex information	•	
	Thinks creatively and imaginatively to solve problems and identify opportunities	•	
	Able to demonstrate having planned appropriately for future success	•	
Personal Effectiveness	High ethical standards and influencing skills with the ability to engage effectively with all stakeholders across the Trust	•	
	Self-confident with the ability to transmit appropriate messages to appropriate audiences	•	
	Strong working relationship with all stakeholders including commercial partners	•	
	Works reliably under pressure to produce timely, accurate information and is willing to do whatever necessary to bring about results	•	
General	The flexibility to meet the full range of job requirements	•	
	Able to travel to a range of meetings and events	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	