

## Job Description: Project Manager for School Improvement

**Location:** Haringey, London, UK

**Overview:** We are seeking a dynamic and driven Project Manager to support our school improvement team at Haringey Education Partnership. This role will be pivotal in ensuring effective management of teams, systems management and record keeping, stakeholder engagement and relationships across various educational projects aimed at enhancing school performance and pedagogical outcomes.

This is a new role in our organisation with the potential to be shaped and developed. The successful candidate will be supported to be ambitious and innovative.

### Responsibilities:

- Support the management of a large consultancy team and their work in schools
- Manage administrative tasks including documentation, scheduling, and reporting for school improvement initiatives.
- Maintain up-to-date knowledge of educational innovation, policies, regulations, and political landscape affecting schools and the education sector
- Be proficient in using tools such as Canva, Microsoft Office suite, and basic website management platforms to create and disseminate educational high-quality resources and communications in line with HEP brand guidelines
- Develop and nurture strong stakeholder relationships with schools, educators, local authorities, and other partners
- Collaborate closely with a diverse team to achieve project goals and objectives
- Work independently and efficiently under pressure, ensuring deadlines are met and quality standards are upheld
- Demonstrate a strong moral purpose and understanding of the mission and values of Haringey Education Partnership.

### Qualifications and skills:

- Educated to at least degree level
- Excellent organisational skills with meticulous attention to detail
- Strong interpersonal and communication skills, capable of engaging stakeholders at all levels.
- Proficiency in Canva, Microsoft Office, and basic website management tools
- Ability to adapt quickly to changing priorities and manage multiple tasks simultaneously
- Ambitious, resilient, proactive, and a dedicated team player committed to continuous improvement in education

**Application Process:** Interested candidates should submit a cover letter detailing their suitability for the role along with a current CV. Applications will be reviewed on a rolling basis until the position is filled.

**About Haringey Education Partnership:** Haringey Education Partnership is a leading education partnership committed to improving outcomes for children and young people, fostering innovation and excellence in leadership, teaching and learning across our member schools. We believe in collaborative approaches to school improvement and are dedicated to supporting educational leaders in achieving the best possible outcomes for all students.

*HEP is committed to the safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check. As part of our safer recruitment checks an online search may be carried out in line with Keeping Children Safe in Education.*