

SEVENOAKS SCHOOL

PROJECT MANAGER





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances

at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

THE TEAM

Our IT Team delivers the technology, data and digital services that keep the school running, from networks and servers to applications, user devices,



and support for around 1,700 users and around 1,500 devices.

We've implemented major infrastructure, data and application projects in recent years, with more to come. You'll join a close-knit, capable team that takes pride in delivering practical, lasting improvements to teaching, learning and operations.

THE ROLE

This is a hands-on project management role. You'll lead and deliver a wide range of technology projects, often being close enough to the detail to make things happen yourself, not just track progress. You'll find variety and autonomy: one month managing a network upgrade or supplier deployment; the next coordinating a data integration, rollout of new classroom technology, or an application implementation.

We are looking for someone who brings structure, clarity and delivery discipline, but who is equally comfortable rolling up their sleeves when needed and can work with senior leaders and, on occasion, students.

REPORTING TO

The role reports to the Director of IT. You'll also work closely with senior academic and operational staff, and external partners or suppliers as required. At times you'll have a 'dotted line' to other senior members of staff for specific projects

MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

- Manage the full project lifecycle, from concept and scoping through delivery, transition to live service and post-implementation review.
- Coordinate people, budgets, suppliers and timelines to deliver agreed outcomes.
- Maintain clear project documentation: plans, risks, budgets, comms and progress reports.
- Support the development of the school's project management practices, templates and governance.
- Communicate effectively with stakeholders at all levels, translating between technical and non-technical audiences.
- Undertake light business analysis where needed, for example, requirements capture, UAT coordination, training needs analysis, process definition and documentation.
- Manage supplier relationships, from selection and contractual engagement, through to delivery and acceptance.
- Help define and deliver project communications and training plans.
- Anticipate risks and issues, take practical steps to mitigate them, and keep delivery on track. Able to carry out standard risk management processes.



- Contribute to continuous improvement across the IT function.

PERSON SPECIFICATION

ESSENTIAL

- Proven experience managing technology projects end-to-end.
- Practical approach: able to dive into the detail when needed without losing the bigger picture.
- Skilled at finding options and solutions for risks and issues.
- Broad understanding of IT systems; infrastructure, applications and data-sufficient to engage confidently with technical and non-technical colleagues.
- Excellent stakeholder management and communication skills, with both technical and non-technical colleagues.
- Able to manage multiple concurrent projects with differing priorities and timelines.
- Strong organisational skills, attention to detail and a focus on outcomes.
- Calm, clear-thinking and solutions-focused under pressure.
- Self-starter who learns quickly and can work independently.
- Able to define and document user requirements and processes.
- Plan and manage testing, mainly UAT.
- Experience managing third-party suppliers and small, informal technical teams.
- • Confident and willing to get involved in some

non-IT activities in order to deliver a project.

A degree of flexibility may be required in the duties performed, to meet the needs of the organisation and as the role evolves over time.

DESIRABLE

- A solid understanding of core IT concepts, such as Microsoft 365, data centres, networks and infrastructure, or previous hands-on technical experience supporting these.
- Experience in an education or not-for-profit environment.
- Familiarity with structured project management approaches (PRINCE2, Agile, or similar).
- Confidence in creating and delivering training or user support materials.
- Understanding of academic processes and software is useful, but not essential.
- Certification or knowledge of formal project management methodologies and frameworks, e.g. PRINCE2, Agile, is useful, but not essential.
- Able to write and deliver basic training.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.



HOURS

This is a full-time role, the basic hours are 40 hours per week, all year round. There may be a few, very occasional times when out of hours work is needed, to support specific situations, or at particular times, most likely to be the start of the academic year.

SALARY

A salary of £46,000 - £51,000 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

BENEFITS

- Holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays)
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom

they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please contact Sophie Ved from Franklin Bates on the following email address, sophie.ved@franklinbates.



[com](#) with your CV.

The closing date for applications is 23/11/2025 at 23:59.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that

students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.