



Senior Project Lead Application Pack

About the Independent Association of Prep Schools (IAPS)

IAPS is one of the world's most prestigious Headteachers' associations. It represents world-class headteachers, who lead world-class schools and is proud to work with its members as they deliver excellent standards of education and care to their pupils.

Schools must reach a very high standard to be eligible for membership, with strict criteria on teaching a broad curriculum, maintaining excellent standards of pastoral care and keeping staff members' professional development training up to date.

Our members derive huge value from the Association, in terms of direct support and advice, professional development, sporting competitions for pupils, and the collegiality of being part of something with such reach and diversity. However, as an organisation that is committed to continuous improvement, we know we can serve Heads even better. It is this belief which drives our strategy, and which requires this newly created post of Senior Project Lead to turn this into a reality.

We offer a professional working environment with a positive 'team' ethos and atmosphere, as well as an attractive pension scheme and annual leave entitlement. We are open to discussing flexible working arrangements with the successful candidate.

The Senior Project Lead

Reports to:	Chief Executive
Location:	Bishop's House, Artemis Drive, Tachbrook Park, Warwick, CV34 6UD
Salary:	£36,000 - £42,000 per annum, depending on experience
Working Hours:	Full-time, 35 hours per week. Due to the nature of the role, it may be necessary to work extended hours where required.

Job Purpose

The Senior Project Lead is responsible, in collaboration with the Chief Executive, for overseeing the planning, delivery and evaluation of IAPS's strategy through co-ordination, support and challenge.

Main Duties

- Assist project sponsors in clarifying, articulating and suitably capturing the objectives and deliverables of projects.
- Assist in the identification and mitigation of risks, to ensure activities are feasible at the planning stage and delivered without unanticipated delay or cost.
- Create and maintain various project documents, successfully bringing clarity, rigour and accountability to project activity.



- Track the progress of actions against the strategy, holding regular meetings with colleagues to maintain the necessary focus on activity, assisting with re-planning and prioritising where necessary.
- Regular written reports on project progress, for submission to the Board.
- Occasional verbal updates on project progress, up to Board level.
- Lead the evaluation of each project at its conclusion, providing feedback on the learning to ensure the continuous improvement of IAPS's strategy delivery effort.
- Undertake such other duties as are compatible with the nature of the post and as reasonably directed by the Chief Executive.

Person Specification

- Experience of delivering projects as a project lead.
- Professional development/ qualification(s) in project management or a related discipline.
- Good knowledge of the software tools and successful techniques needed for effective project management e.g. scheduling, resource management, document and team collaboration.
- Excellent organisational skills and attention to detail, with a commitment to excellence.
- A clarity of thinking that allows a focus on the most important task, insight or action.
- The confidence to make decisions whilst working under pressure.
- Strong written and verbal communication skills, with the ability to understand and explain complex ideas.
- Ability to manage competing priorities to demanding timescales.
- Ability to understand, analyse and interpret a range of information sources.
- Ability to work effectively with a diverse range of stakeholders, including specialists in their field.
- An openness to learning and ability to innovate to achieve results.
- Strong ability to engage peers and develop credibility working with senior leaders.

Further Information

Please visit IAPS' website for more on the Association's work: <https://iaps.uk/>

If you would like an informal conversation about the post, please contact Diane Kamen at dk@iaps.uk