



Ysgol Friars

BANGOR, GWYNEDD. LL57 2LN

www.ysgolfriars.cymru

Ffôn/Phone: 01248 364905

E-bost/E-mail: pennaeth@friars.ysgoliongwynedd.cymru

Job Title and Level

Improvement Project Leader

Main Purpose of the Role

The Improvement Project Leader at Ysgol Friars will play a crucial role in driving strategic initiatives and operational excellence across the school's business functions. This senior leadership position will be responsible for managing the strategy and operations of key areas, including compliance, administration and systems. The Improvement Project Leader will work closely with the Headteacher and Governing Body to ensure the smooth running of the school, enabling the leadership team to focus on teaching and learning.

As a core member of the school's leadership team, the Improvement Project Leader will provide specialist advice and guidance, contributing to collective decision-making on policy and service delivery matters that are non-curriculum based. They will be responsible for managing and organising the school's support functions, overseeing activities that do not have a direct curriculum focus.

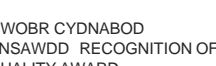
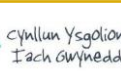
The Improvement Project Leader's primary objectives will be to:

- Oversee staff that are non-curriculum based
- Ensure the school's successful financial performance and effective use of resources
- Manage the school's business operations efficiently and effectively
- Support the Headteacher and Governing Body in the school's self-evaluation and business planning processes
- Promote the school's vision, values, and priorities through their work
- Facilitate the school governance functions ensuring compliance

Key Responsibilities and Duties

Business Planning, Leadership, and Strategy

- Work closely with the Headteacher and Governing Body to ensure the smooth operation of the school's self-evaluation cycle and business planning model, leading on the Business Needs priority area
- Ensure that tight timescales are met, risks are identified, and shared with the Headteacher and Governing Body
- Be responsible for line-managing staff, including carrying out long-term resource planning and managing recruitment, appraisal, and professional development
- Attend all leadership team meetings as a member of the senior leadership team and report to governors where appropriate,
- Facilitating Governance





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- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Make decisions in line with the school's vision and values, encouraging others to do the same and challenging decisions when needed
- Lead on the strategic management of the school estate, ensuring effective use of resources to deliver safe and fit-for-purpose accommodation while meeting current and future education needs
- Implement a marketing plan for the school, utilising the website, signage, prospectus, and communications with current and prospective parents
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing, as well as manage and oversee strategic personnel to ensure the school's management information system and network infrastructure operate effectively

Financial Management and Fundraising

- Under the direction of the Headteacher, ensure successful financial performance and that financial decisions are linked to the school's priority targets
- Provide robust line management for whole-school financial planning, including the business manager
- Liaise with the business manager, senior leadership team, governing body, and Gwynedd County Council central team to inform, present, and monitor a robust school budget
- Lead on procurement processes, managing contracts/tenders, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals, and ensuring value for money

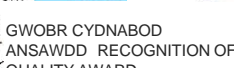
Human Resources and Staffing

- Manage professional service staff, e.g., office and administration
- Ensure that recruitment, appraisal, disciplinary, and grievance policies are administered in accordance with employment law
- Oversee training and professional development records for all staff

Site and Development

- Appraise and coordinate ongoing school development projects
- Lead and liaise with frontline staff to plan, monitor, and control capital expenditure on buildings and grounds, including appointing contractors
- Proactively generate income from leasing school facilities,

Health and Safety and Compliance





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- Work with the Headteacher and in partnership with other members of the senior leadership team and Gwynedd County Council to manage the school's compliance with health & safety regulations, employment legislation, and licences
- Work with the Headteacher and Gwynedd County Council's premises team to supervise the maintenance of the school site
- Ensure that all policies are updated and ratified by the Governing Body in a timely manner
- Be fully aware of and understand the duties and responsibilities arising from Keeping Children Safe in Education and work in partnership with the other members of the senior leadership team in relation to child protection and safeguarding children and young people at Ysgol Friars
- Be fully aware of the principles of safeguarding and trained to the local authority's level 2 training

Administration

- Manage the whole-school administrative team to ensure effective support for the Headteacher, governing body, and the whole school community
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals as per the business needs plan
- Develop process measures that are affordable and will enable value-for-money decisions for those managing resources
- Establish and use effective methods to review and improve administration systems
- Prepare information for publications and returns for the Gwynedd County Council, and other agencies and stakeholders within statutory guidelines
- Consider approaches for existing use and future plans to introduce or discard technology in the school, consulting with relevant people and other parties

Other Duties

- Cooperate with, initiate, and coordinate audit procedures as necessary
- Facilitate Governing Body meetings

Skills and Competencies

The Improvement Project Leader at Ysgol Friars should possess the following skills and competencies:

- Excellent strategic planning and leadership skills, with the ability to contribute to the school's vision and drive initiatives forward





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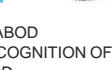
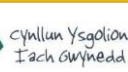
- Strong financial management expertise, including budgeting, forecasting, and resource allocation
- Proven experience in managing and leading teams, with a focus on developing staff and promoting a positive, collaborative work environment
- Thorough understanding of school operations, including human resources, facilities management, health and safety, and compliance
- Proficient in using data and information systems to inform decision-making and improve efficiency
- Excellent communication and interpersonal skills, with the ability to work effectively with the Headteacher, Governing Body, staff, and external stakeholders
- Commitment to the school's vision, values, and priorities, and the ability to promote them through their work
- Proactive and solutions-oriented, with the ability to identify and address challenges in a timely and effective manner
- Strong project management skills, with the ability to plan, coordinate, and oversee complex initiatives
- Adaptable and resilient, with the ability to work effectively in a dynamic, fast-paced environment

Professional Development

Ysgol Friars is committed to supporting the professional development of all staff, including the Improvement Project Leader. The school will provide opportunities for the Improvement Project Leader to participate in relevant training, workshops, and networking events to enhance their skills and knowledge. The school will also encourage the Improvement Project Leader to take an active role in their own professional development, identifying areas for growth and seeking out opportunities to expand their expertise.

Safeguarding

The Improvement Project Leader at Ysgol Friars will be responsible for promoting the safety and well-being of all pupils and staff. They will be expected to work closely with the designated safeguarding person (DSP) and other members of the senior leadership team to ensure that the school's safeguarding policies and procedures are effectively implemented. The Improvement Project Leader will also be required to undergo regular safeguarding training and to be fully aware of their duties and responsibilities in relation to child protection and safeguarding.





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Requirement	Essential	Desirable	Measured by*
Qualifications			
5 GCSE or equivalent	✓		F.I.C
Educated to NVQ4 or above in a business or administration		✓	F
Experience in working in education		✓	F/I
Specialist Knowledge			F.I
Educated to degree level or equivalent or capability to achieve equivalence		✓	F.I
Experience of financial management and budget monitoring systems,	X		F.I
Experience of working strategically and communicating decisions	x		F.I
Experience of management of one of the following areas:			F.I
-Facilities, including Health and Safety		X	
-Human Resources		X	
-Administration Support Services		X	F.I
At least three years proven managerial experience which will have included:		X	
-a strategic and policy role		X	
-a service delivery role		X	
-effective use of resources		X	
-leading, motivating and developing professional and administrative staff		x	
Further qualifications and/or studies relevant to the post		✓	F.I





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Experience of working in an educational setting		✓	F.I
ICT competency with a working knowledge of a presentation packages		✓	F.I
Ability to apply performance management techniques and processes	X		F.I
Hold a full valid UK Driving License		✓	F.I
A good knowledge of current legislation and policy within the context of school/education		X	F.I
Personal Attributes	✓		F.I
Outstanding practitioner with a commitment to upholding the ethos and aims of the school			
Skills and confidence to coach and mentor staff and tackle underperformance	✓		F.I
Ability to show sensitivity and	✓		F.I





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objectivity when dealing with confidential issues			
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓		F.I
An understanding of performance management	✓		F.I
Excellent oral and written communication skills	✓		F.I
Able to create an attractive, tidy, stimulating and safe environment to welcome visitors to, and work in	✓		F.I
Good ICT and data handling/analysis skills to support school administration	✓		F.I
Excellent staff management skills Knowledge and understanding of positive press and publicity, including online and paper Ability to understand and apply the principle of equal opportunities	✓		F.I





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A commitment to ongoing professional development	✓		
Knowledge of and commitment to Equality and Diversity	✓		F/I
Understanding of the importance of Welsh Language and Culture	✓		F/I
The ability to converse through the medium of Welsh	•		I

