



Position: Head of Project

Accountable to: Head of Operations & Director of Enrichment and Operations

General Statement of Responsibilities

Across the Jerudong International School (JIS) group of schools, we challenge ourselves, respect others and inspire positive change. We develop our schools through holistic school improvement in four interlinked key areas – Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

CHALLENGE : We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

RESPECT : Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

INSPIRE : We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all staff to demonstrate these values themselves, with colleagues and with the students.

Role Overview: Oversee the planning, implementation, and tracking of specific projects until completion for both Jerudong International School and Panaga School. It includes oversee the operational of maintenance in Panaga School. Work as directed by the Head of Operations on coordinated projects with Head of Civil and Building and Head of Mechanical and Electrical/Air Conditioning.

Key roles (subject to change and development):

1. Project Planning and Implementation:

- Lead the planning, initiation, and execution of projects.
- Conduct project kick-off meetings and ensure all stakeholders are aligned.
- Develop and maintain project schedules, timelines, and milestones.
- Monitor and track project progress against the plan.
- Ensure projects are completed within scope, budget, and schedule.

2. Stakeholder Management:

- Identify project stakeholders and establish communication channels.
- Manage stakeholder expectations throughout the project lifecycle.
- Facilitate regular meetings with stakeholders to provide updates and gather feedback.
- Negotiate and resolve conflicts or issues with stakeholders.



3. Resource Management:

- Estimate resources (e.g., personnel, equipment, materials) required for projects.
- Allocate resources effectively to achieve project goals.
- Manage and optimize project budget, including forecasting and cost control.
- Procure necessary resources and services in collaboration with procurement teams.

4. Project Monitoring and Control:

- Monitor project performance and ensure adherence to quality standards.
- Conduct regular project reviews and audits to identify areas for improvement.
- Implement corrective actions to address deviations from project plans.
- Utilize project management tools and software to track progress and manage documentation.

5. Risk Management and Issue Resolution:

- Identify potential risks and develop risk management strategies.
- Implement risk response plans to mitigate threats to project success.
- Address issues and obstacles promptly to minimize impact on project timelines.
- Escalate critical issues to senior management as needed for resolution.

6. Team Leadership and Development:

- Delegate tasks and responsibilities to project team members.
- Provide guidance and support to team members to ensure clarity on objectives.
- Foster a collaborative team environment conducive to high performance.
- Conduct performance evaluations and provide feedback to team members.

7. Communication and Reporting:

- Communicate project status, progress, and issues to stakeholders regularly.
- Prepare and present comprehensive project reports, including dashboards and KPIs.
- Facilitate effective communication within the project team and across departments.
- Document project decisions, actions, and outcomes for future reference.

8. Other Matters

- Fulfill other duties as assigned from time to time by the Line Manager/s

9. Child Protection Responsibilities

- It is the duty of any member of staff, volunteer or visitor to Panaga School to report immediately to the designated Child Protection Lead in the event of the following:
 - ❖ A disclosure of abuse from a student.
 - ❖ Witnessing staff behaving in a way which is contrary to the provisions outlined in the Panaga School Staff Code of Conduct.
 - ❖ Suspecting that a child is at risk or that abuse may have occurred.
 - ❖ Concerns regarding the behaviour of any adults on school premises towards children.

In the absence of the Child Protection Lead, the Deputy Designated Child Protection Lead must be contacted. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff available.