

Project Manager

Job Specification

Summary and Purpose of Position and its Responsibilities

The Project Manager is responsible for leading and coordinating the implementation of the School's new Student Information System (SIS). The role supports the Business Director in ensuring the project is delivered on time, within scope, and to a high standard of quality. This includes project planning, stakeholder coordination, risk management, communication, and hands-on support for system configuration and data migration.

The Project Manager will work closely with the SIS vendor, internal staff across multiple departments, and the Communications Manager to ensure a smooth transition for staff and parents.

Role Accountability and Working Relationships

This position is accountable directly to the Business Director.

Terms and Conditions of Employment

- This is a part-time position (0.6 FTE) working 46 weeks per year.
- The level of remuneration and conditions of employment are established in accordance with the St Peter's Woodlands Enterprise Agreement 2026.
- This is a Level 5 position.
- This is a temporary 6-month contract position.

Role Description

Key Responsibilities / Duties

- Coordinate all aspects of the Student Information System implementation project.
- Develop and maintain the project plan, including timelines, milestones, deliverables and dependencies.
- Schedule and facilitate meetings with the SIS vendor and internal staff; prepare agendas and document outcomes.
- Act as the primary point of contact between the School and the SIS vendor.
- Monitor project progress and follow up with staff across departments to ensure tasks are completed on time.
- Identify, document and monitor project risks; escalate significant risks to the Business Director.
- Prepare and deliver regular project status reports to the Business Director.
- Assist with data migration activities, including data mapping, data extraction/loading, data validation, and coordinating staff in these processes as required.
- Support configuration tasks such as template and form setup within the new system.
- Coordinate staff training requirements and liaise with the Communications Manager to support the rollout of a parent communication strategy.
- Maintain accurate and accessible project documentation.
- Support change management activities to ensure staff and parents transition smoothly to the new system.
- Other duties in line with the Project Manager skills and capabilities as required by the Principal or Business Director.
- Comply with all SPW policies and procedures.

Person Specification

Essential Skills and Abilities

- Demonstrated ability to manage and coordinate projects involving multiple stakeholders.
- Strong organisational skills with the ability to manage timelines, competing priorities and follow-up actions.
- Demonstrated ability to communicate effectively, both verbally and in writing, with staff, vendors and parents.
- Strong interpersonal and customer service skills, with a collaborative and positive approach.
- Demonstrated ability to use initiative and solve problems proactively.
- Demonstrated competency in the use of Microsoft Office (including Excel at an Intermediate Level).
- Ability to present confidently and professionally at all times.

Knowledge

- Understanding of project management principles and methodologies.
- Knowledge of data migration processes and system implementation considerations.
- Awareness of change management and communication strategies in a school or organisational context.

Essential Qualifications

- Degree qualified in Business, Information Systems, Project Management or a related discipline.
- Mandatory Notification Certificate or the willingness to undertake the same
- Current Working with Children Check or the willingness to undertake the same
- Current First Aid Certificate or the willingness to undertake the same

Desirable Qualifications

- Formal project management training or certification.

Essential Experience

- Extensive experience coordinating or managing projects, preferably involving system implementation.
- Experience working with multiple stakeholders and managing deadlines across teams.

Desirable Experience

- Experience in a similar position in an Independent School.
- Experience with data migration, system configuration or vendor-led implementation projects.

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name			

