

Senior Projects Manager September 2026



Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.



The role

Haileybury has a thriving partnerships arm, with four established international partner schools in Kazakhstan, Malta and Bangladesh. Its international portfolio is under review and will see changes in 2027. Haileybury also sponsors a local academy trust school and is making progress with respect to new domestic partnerships.

Haileybury Almaty

Haileybury Almaty was the first British independent school in Central Asia. Operating on a 'not-for-profit' basis, the school follows a British curriculum for pupils aged 5-18.

Haileybury Astana

Haileybury Astana opened in 2011 and follows the National Curriculum of England & Wales in Pre-Prep and Key Stages, as well as IGCSE and the IB Diploma Programme in the Senior School.

Haileybury Malta

Haileybury Malta follows a wholly British Curriculum up to Sixth Form and adheres to 'Key Stage' provision in the primary school. The School was opened in September 2023 and is currently working towards becoming an IB World School.

Haileybury Bhaluka

Haileybury Bhaluka is a premier international boarding school which opened in 2024 and provides boys aged 11 to 18 with an exceptional British education in Bangladesh.

The Senior Project Manager at Haileybury is an exciting, newly established role created to support the Director of Domestic and International Partnerships.

The post-holder will be responsible for projects from the early planning stages through to school opening and beyond, ensuring that key activities, deadlines and deliverables are clearly identified and monitored. They will work with colleagues, investment partners and external advisers to help ensure projects progress effectively and remain aligned with Haileybury's values, standards and objectives. The post holder will also support wider development of the Partnerships Function and the Haileybury Education Group.

This is a permanent, full-time position working 37.5 hours per week, Monday to Friday.



Haileybury

Responsibilities

- Support in identifying and developing new international projects for Haileybury. Work closely with the Director of Domestic and International Partnerships and investment partners, to ensure that projects are delivered in a timely manner and in harmony with Haileybury values and ethos.
- Undertake rigorous analysis of proposed international school site locations and develop detailed school infrastructure development plans with partners.
- Assist in the development of project plans, to define timescales, milestones and deliverables working closely with investor partners, monitoring and reporting on progress.
- Support the DDIP on the legal and commercial aspects of international projects, including but not limited to reviewing drafts of agreements, proof reading and preparation of documents to be sent to third parties.
- Assist in the preparation of budgetary information and analysis of financial modelling alongside the DDIP.
- Contribute to ongoing market research, analysis and risk management, identifying and communicating key trends to the DDIP, Executive Leadership Team and Partnerships Committee.
- Support the development of domestic projects.
- Contribute to the development of new adjacent commercial opportunities.

In all communications, the Senior Project Manager will be required to present a positive image of Haileybury as well as maintain constructive relationships while protecting Haileybury's interests. The post-holder will work closely with the DDIP and will liaise with:

- Council members (governors) of the Haileybury External Relations Committee.
- Members of the Executive Leadership Team.
- Other senior staff members.



Person specification

Qualifications

- Educated to degree level.
- A qualification in project management, business or a related discipline is required.

Work Experience

- Experience of project management within a commercial setting or professional environment.
- Proven experience of communicating at a variety of levels with a diverse range of stakeholders.
- Ability to manage project budgets and resources effectively.
- Experience of working with budgets and financial information.
- Experience of working with internal members of staff at all levels and external stakeholders in both an advisory and influencing role.
- Ability to bring on and manage third-party contractors as and when required on a project.
- Ability to work across cross-functional, multidisciplinary deals.

Specialist Knowledge

- Experience of working in international markets.
- Strong project management grounding with hands-on experience of infrastructure development.
- Understanding of legal agreements is desirable but not essential.
- An understanding of the UK independent and international education landscape is helpful but is not a prerequisite.

Personal Attributes

- Strong influencing skills with tact and diplomacy.
- Well organised, task orientated and able to co-ordinate a range of activities concurrently.
- Self-motivated and personally driven to complete required tasks to deadlines using own initiative.
- Ability to work globally with diverse stakeholder groups with a high degree of cultural intelligence.
- Commercially astute with financial nous and the ability to make data driven decisions.
- Ability to work effectively as part of a team, building productive relationships.
- Must be able to respond positively to change.



Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.



Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, at certain times, and participate in the EV and Cycle to Work schemes.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application process

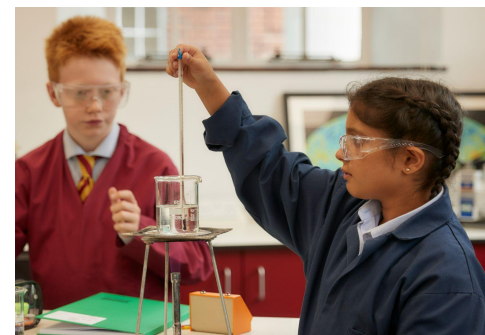
To apply for the above position, applications should include a completed application form (with reference to the candidate brief) and a covering letter, submitted to hr@haileybury.com by **12 noon on Wednesday 30 September 2026**.

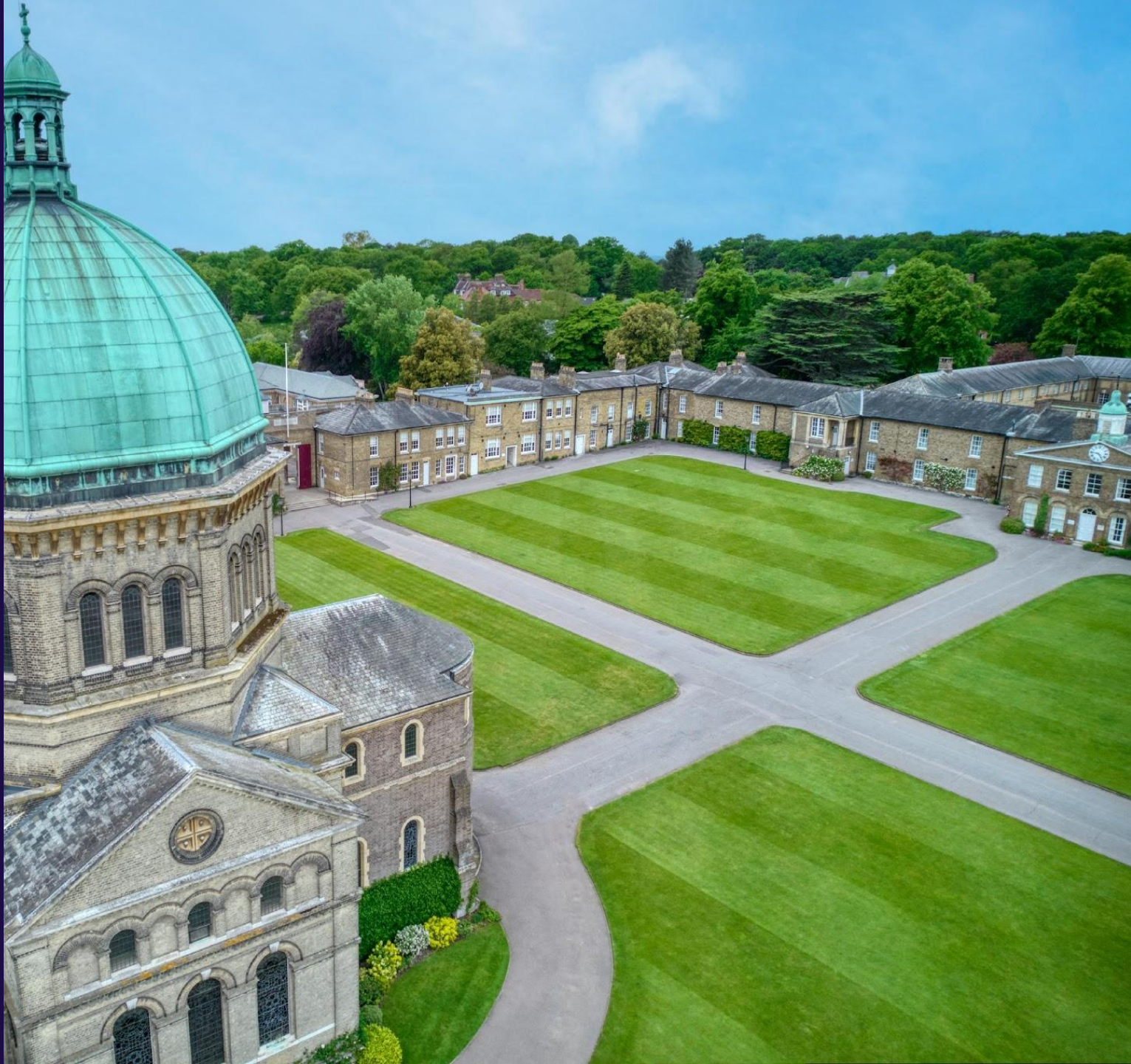
Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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