



Star

## Call for Expressions of Interest

- 1. Title:** Project Management support in the delivery of the Olive Hackney primary school

**Deadline for expressions of interest: Friday 24<sup>th</sup> May 2019, 4pm**

### 2. Introduction

This Expression of Interest is issued by Star Academies (Star).

Star is currently involved in the delivery of a number of Capital projects via the Free Schools Capital programme. We are looking to appoint a consultant with considerable experience in relation to the capital delivery of temporary and permanent property solutions pursuant to the Free Schools programme.

### 3. Background

Star Academies is a mixed Multi-Academy Trust that runs a diverse network of primary and secondary schools. We are a values-based organisation, committed to enhancing social mobility. All our efforts are geared towards raising the aspirations of children and young people in areas of social and economic deprivation to improve their life chances and help them succeed at the highest levels of education, employment and the professions.

Star Academies is one of the country's leading education providers, and our schools promote excellence in everything they do. In every school, the entire staff team – working in partnership with parents and the local community – is committed to nurturing today's young people and inspiring tomorrow's leaders.

Our 25 schools work together as Star Partnerships in five cluster areas – Lancashire, Greater Manchester, West Yorkshire, the Midlands and London. Schools within the Partnerships collaborate to share expertise and maximise opportunities and experiences for our pupils.

The current estate is mix of new builds and recently refurbished schools delivered via the Free Schools programme and existing schools (including some PFI schools) of varying age. The Capital & Estates function is a mixed team of employed staff and external service providers.

The Olive School Hackney is currently housed in three temporary solutions with plans to rationalise the temporary accommodation over the next few years. The permanent solution is currently on site and is to be delivered in 2020. The school is a 3FE primary school which will be at full capacity in September 2019.

### 4. Areas of responsibility

The successful candidate's responsibilities will include:

- Ensuring successful delivery of both temporary and permanent accommodation for the school in a timely manner.



- Leading on the ordering and coordination of FF&E and ICT for the school.
- Identifying and liaising with key stakeholders on the scheme.
- Ensuring all appropriate property arrangements are in place including liaising with legal advisers.
- Ensuring satisfactory handover procedures for temporary and permanent solutions.
- Identifying and managing any risks in connection with delivery of the temporary and permanent solution.
- Communication & support strategy to engage and support trustees, managers, staff and users through the process.
- Ensure knowledge transfer to Star to build internal capacity and expertise.

### **5. Experience, knowledge and qualifications**

The successful candidate must demonstrate a clear understanding of Star's requirements and have relevant experience and a proven track record of supporting the development of the work detailed above within the education sector with particular experience in Free School delivery by Multi-Academy Trusts.

### **6. Availability**

We would anticipate that a planning exercise is undertaken once appointed which would dictate the time requirement. You may also be asked to assist on other Trust projects on an as needed basis.

### **7. References**

The consultant should provide the names of two referees or testimonials from organisations they have previously worked with.

### **8. Rate of payment**

Expressions of interest should include a quote for daily rate. This should be an all inclusive amount but excluding VAT.

### **9. Assessment of the Expression of Interest**

The EoI should give an outline of the relevant experience and capacity of the associate and will be assessed on the following criteria:

- understanding of Star's requirements
- relevant experience
- knowledge of the aims and objectives of Star

Star reserves the right to require a bidder to provide additional information supplementing or clarifying any of the information provided in the EoI. Star may seek independent advice to validate information declared, or to assist in the assessment of the EoI response.

### **10. How to submit an EoI**

Star does not bind itself to accept the lowest or any quotation and reserves the right to cancel this Expression of Interest without making any award.



Star

Star will not be responsible for, or pay for, expenses or losses which may be incurred in the preparation of this Invitation to Quote.

You must submit your proposal in order to be considered further. To do this:

- Complete and return an EOI to [david.holland@staracademies.org](mailto:david.holland@staracademies.org)
  - accompanying CV
- **Deadline: 4pm, 24<sup>th</sup> May 2019, EOIs received after this deadline will not be considered.**