



<b>Post title:</b>	School Resource Manager
<b>Salary and grade:</b>	£32,076 to £36,648 Pro Rata for 37 hours per week, 52 weeks per year
<b>Line manager/s:</b>	Headteacher

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### **Main purpose of the job:**

To work in an innovative way to positively and actively contribute to whole school improvement through effective leadership and management of the administrative functions of school, including estates, health and safety and transactional finance, contributing to the development of whole school procedures and ensuring value for money is realised in all aspects of school business.

To work in a collaborative and agile way to facilitate the day to day management of the school office, ensuring contextual and professional self-awareness when inspiring, motivating and supervising administrative staff.

To advise the Senior Leadership Team on organisational matters in line with policy, whilst ensuring organisation, maintenance and monitoring of school systems to ensure the effective delivery of services to pupils, their families, staff and volunteers.

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### **Key duties and responsibilities**

#### **Organisation and Administrative Duties**

- To be responsible for the planning, development, design, organisation and monitoring of the admin team and school systems.
- Take a lead role in the development and maintenance of record/information systems, as the named data processor for the school.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Undertake word-processing and complex IT based tasks to deliver sound administration of school business.
- Produce and respond to complex correspondence as required by management.
- Be responsible for completion and submission of complex forms, returns etc, including those to statutory agencies e.g. Government office.
- Ensure whole school risk assessment, site health and safety routines are effective.

#### **Financial Administration**

- Provide advice and guidance to the senior management team on operational finance matters.

- To support in the implementation of effective systems of internal control to ensure the effective management of financial administration procedures in line with policy and expectations, contributing to budget monitoring, planning and compliance with financial regulations.
- Oversee the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts, in line with the procurement policy.
- Ensure the proper collection, reconciliation and banking of any monies.
- Ensure all expenditure is correctly coded to enable maximum use of all budgets and grants.
- Support the school in the management and maintenance of an assets register and inventory
- Maximise income generation within the ethos of the school, ensuring best value principles are adopted.
- Securing funds to which the school is entitled and actively source additional funding including grant funding.
- Respond to any and all audit recommendations and maintain compliance with any required changes to practice.

## **Procurement**

- Understand processes identifying opportunities for best value.
- Support the contract management and review cycle including monitoring of KPIs, service level agreements and contract management obligations.
- Consider the procurement route for local purchasing, ensuring best value at all times.

## **Human Resources**

- Line manage the administrative team completing induction, performance management and training of staff
- Handle personnel administration processes relating to the appointment of all staff.
- Maintain staff records of employment and ensure the Single Central Record is compliant with statutory requirements at all times.
- Oversee the accurate the monitoring and reporting of staff absence

## **Estate Management**

- Ensure there is an asset management plan in place and this is routinely reviewed and refreshed, with the Headteacher.
- Monitor the impact of day-to- day use of resources and facilities to optimise learning outcomes across the school.
- Assess identified repairs and improvements against budget and the budgeted provisions for repairs and maintenance.
- Monitor and manage health and safety procedures relating to the estate
- Draw on expert advice to formulate specific arrangements for managing and mitigating risk, health, safety and environmental issues related to the estate, escalating issues where necessary.
- Manage and maintain appropriate inspection and quality assurance regimes to ensure health, safety and environmental legislation compliance.

## **Marketing and Communications**

- To be responsible for marketing and promotion of the school including the preparation and production of school publications.

### **Information Governance**

- Understand and comply with statutory requirements around information governance and data protection
- Ensure appropriate security is in place around data held and processed by the school

### **Other Duties**

- Other such reasonable duties as determined and delegated Senior Leadership Team consistent with the grade of the post and the experience of the Post holder

### **Equal opportunities**

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding**

- Derrymount School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

		Essential	Desirable
<b>Qualifications, Skills &amp; Knowledge</b>	NVQ Level 4 or evidence of working towards a relevant discipline		•
	Minimum GCSE (or equivalent) Maths and English at grade A-C	•	
	Knowledge of safeguarding systems and processes	•	
	Proven leadership skills	•	
	Recent, relevant professional development in current information, data and finance systems	•	
	Evidence of further professional training		•
<b>Experience</b>	Significant experience working in a relevant Financial and/ or Administrative management role preferably in an educational setting	•	
	Full working knowledge of relevant policies/ legislation	•	
	Knowledge of Microsoft office including Word & Excel	•	
	Proven experience in Schools finance including in the development, management and operation of financial management systems	•	
	Experience of budget management and preparation in a learning environment or similar	•	
	Previous experience within an educational environment	•	
	In depth knowledge of school financial, personnel and administrative systems	•	
	Full working knowledge of Health and Safety	•	
	Use of systems for financial and recruitment procedures	•	
	Experience of maintenance and development of website	•	
<b>Thinking Ability</b>	Ability to manage the schools administrative and financial systems	•	
	Ability to manage, lead, organise deploy and motivate a team	•	
	Ability to formulate ideas and solutions and present them effectively to the Senior Leadership Team / Governing Body and possess high-level decision-making skills	•	
	Proven ability to liaise with external agencies, businesses or contractors	•	
	Ability to persuade, motivate, negotiate and influence	•	
	To be able to work under pressure in a very busy and diverse environment	•	
	Proven organisational skills. High level of accuracy and attention to detail	•	
	Prioritise, plan and organise. Ability to manage a variety of competing priorities and meet deadlines	•	

		Essential	Desirable
	Advance skills to use and manage ICT systems and resources effectively	•	
<b>Personal Effectiveness</b>	Excellent communication skills	•	
	Ability to work as a member of a team	•	
	Able to respond flexibly and adapt to changing and challenging circumstances	•	
	Operate calmly and effectively Show initiative and self-motivation	•	
	Show commitment to a clear and shared vision for an effective organisation	•	
	Recommend and show a positive attitude to change	•	
	An ability to positively promote the school to pupils, parents, colleagues and other community groups	•	
	Highly motivated with high expectations, a positive attitude and a good sense of humour	•	
	The ability and willingness to work in partnership with other members of the School team	•	
	A high level of personal integrity	•	
	An approachable professional who responds well to and offers constructive advice	•	
<b>General</b>	The flexibility to meet the full range of job requirements	•	
	Able to travel to a range of meetings and events	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	A commitment to equal opportunities	•	
	To demonstrate success in involving parents, governors and the community in the school where appropriate	•	
	Be committed to staff development	•	
	Promotion of positive behaviour strategies	•	