

Post title:	School Resource Manager, Stubbin Wood School
Salary and grade:	Term Time + 4 days, NJC 24-28, FTE £36,582-£40,446 Actual £32,783-£36,245
Line manager/s:	Headteacher

Main purpose of the job:

To manage the delivery of operational and business services within the school, ensuring that systems and support functions operate effectively and in alignment with Trust expectations. This includes oversight of finance, procurement, HR processes, estates compliance, marketing, communications, information governance and administration.

As a key member of the school's operational leadership and management, the post holder supports the Headteacher and senior leaders in delivering the Trust and school's strategic priorities through high-quality operational planning and execution.

The post holder manages the school's business support team, ensuring that staff are well-directed, supported, and working collaboratively to deliver efficient, high-quality services

The post holder works as part of a wider business services network across the Trust and is supported by the School Resource Business Partner (SRBP), who provides professional guidance, assurance, and development. They also collaborate with wider services in the central team to ensure consistency, compliance, and service excellence.

Key duties and responsibilities

Operational Leadership Duties

- Oversee business service priorities and resource planning;
- Ensure the delivery of high-quality operational services that support the school's strategic goals;
- Align school-based delivery with Trust wide standards & initiatives, working with Trust policy and procedures to align local operations with the Trust's wider strategic and compliance frameworks;
- Lead the school's business support team, providing clear direction, coordination, and oversight;
- Champion a culture of professionalism, collaboration, and continuous improvement;
- Contribute and operate as part of Trust resource & business services network;
- Implement consistent systems to support audit readiness & regulatory compliance;
- Oversee the planning and administration of internal and external examinations, ensuring compliance with awarding body requirements and supporting the Headteacher or Exams Officer as needed;
- Ensure effective oversight and coordination of key specialist administrative functions, including Edspecial educational needs and disabilities (SEND) processes, medical needs

records, pupil transport arrangements, and Looked After Child (LAC) documentation, in line with Trust policies and statutory requirements;

- Work in partnership with the statutorily defined roles, and other key staff to ensure timely, accurate and compliant administration and reporting.
- Where required oversee the administration of internal and external examinations, including timetable distribution, invigilation cover, room bookings, and communication with pupils and families when needed

Finance and Procurement

- Manage all day-to-day financial processing in accordance with Trust financial procedures;
- Oversee procurement activity, ensuring value for money and adherence to Trust procurement policy;
- In conjunction with the central Trust team, provide advice and guidance to the senior management team on operational finance matters;
- Support the implementation of effective systems of internal control to ensure the effective management of financial administration procedures in line with Trust policy and expectations, contributing to budget monitoring, planning and compliance with financial regulations;
- Ensure the proper collection, reconciliation and banking of any monies received in line with Trust policy;
- Ensure all expenditure is correctly coded to enable maximum use of all budgets and grants;
-
- Maximise income generation within the ethos of the school and Trust, ensuring best value principles are adopted;
- Secure funds to which the school is entitled and actively source additional funding including grant funding;
- Support the contract management and review cycle including monitoring of KPIs, service level agreements and contract management obligations.

Data, Information Governance and Administrative Duties

- Take a lead role in the development and maintenance of data, 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;
- Ensure effective and efficient use of data and administrative systems;
- Produce and respond to complex correspondence as required by management;
- Complete and submit complex forms, returns etc, including those to statutory agencies.
- Ensure the school's digital environment is safe and secure by implementing cyber security protocols and Nexus MAT requirements.
- 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;

- Ensure compliance with the Nexus MAT Data Protection and Information Security policies, including the need to notify the Trust Data Protection Officer in the case of any breach.

Human Resources

- Line-manage the school business support team and other assigned staff;
- Provide regular direction, coaching, and performance management to ensure high standards;
- Promote a culture of teamwork, service excellence, and continuous development;
- Work with the Trust to identify training needs, build resilience, and support succession planning across the workforce;
- 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 and Nexus MAT policy at all times;
- Oversee the accurate the monitoring and reporting of staff absence, ensuring the Sickness Absence & Wellbeing Policy is implemented robustly.

Estate Management

- Ensure there is an asset management plan in place and this is routinely reviewed and refreshed, with the Headteacher;
- Maintain the asset register and coordinates the disposal/acquisition of assets in accordance with Trust policy. Coordinate business continuity, disaster recovery, critical incident and contingency planning processes.
- Monitor the maintenance of facilities and grounds as per the asset management plan;
- 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 from the Trust 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. Ensure statutory checks, maintenance, and risk assessments are documented and completed.

Marketing and Communications

- Responsible for the effective marketing and promotion of the school, in line with Trust policy, including the preparation and production of school publications;
- Manage internal and external communication systems to support effective school operations and engagement.

Information Governance

Other Duties

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and 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

- Nexus Multi Academy Trust 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
Qualifications, Skills & Knowledge	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		•
Experience	Significant experience working in a relevant financial, business support or administrative management role preferably in an educational setting	•	
	Full working knowledge of relevant policies/ legislation	•	
	Knowledge of Microsoft office including Word & Excel and 365	•	
	Proven experience in business management including in the development, management of business operation systems and procedures	•	
	Previous experience within an educational environment		•
	In depth knowledge of school specific financial, personnel and administrative systems		•
	Full working knowledge of Health and Safety	•	
	Use of systems for business support functions	•	
Thinking Ability	Ability to manage the school's business 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 and possess good decision making skills	•	
	Proven ability to liaise with external agencies and suppliers	•	
	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	•	
	Advance skills to use and manage ICT systems and resources effectively	•	
Personal Effectiveness	Excellent communication skills	•	
	Ability to work as a member of a team.	•	

		Essential	Desirable
	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	•	
General	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	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	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	•	