

Job Description

School Resources Manager



Job Category: Educational Support Staff

Reports to: Headteacher

Line manages: Senior Administrators, Headteacher PA, Administrators, Site Manager
Catering team

Purpose of the Role

To ensure the efficient and effective running of administrative and site functions across both school sites, contributing to the smooth day-to-day operation of the school. The School Resources Manager is responsible for managing the administration team, Site Manager and catering teams, maintaining high standards of service, compliance, communication and support to pupils, staff, families, and visitors. The role requires flexibility, strong organisational skills and an understanding of the complex needs of pupils in a specialist school setting.

Key Duties and Responsibilities

Overall

Leadership & Management

- Lead and line-manage administrative staff across both sites, including senior administrators, receptionists, administrators and Headteacher PA.
- Deploy admin staff effectively to meet operational needs across both sites, including organising cover of admin team colleagues during absences.
- Deliver induction, ongoing training, and professional development for admin team members.
- Monitor and ensure consistency in administrative systems and services to staff, pupils and key stakeholders across the school.
- Line manage the school Site Manager to ensure that facilities and premises are well maintained and that issues are swiftly dealt with.
- Line manage senior catering members to ensure the smooth running of lunchtime and catering operations. This will include managing contracts and communication with external school meal providers

Communication & Organisation

- Act as the key point of contact for administrative matters within the school, ensuring accurate communication between staff, parents/carers and external agencies.
- Maintain oversight of external communications with key stakeholders, including management of the website, parent communication platforms, newsletters, letters home, text/email systems, and social media updates.
- Ensure that both school sites maintain a professional and welcoming reception service.
- Manage the whole school calendar and ensure that key stakeholders are informed about school events
- Oversee the school meeting schedule and conferencing arrangements (e.g. room allocation, refreshments, preparing papers for governor meetings etc.)

Operational & Strategic Support

- Support the organisation of whole-school events (e.g. parents' evenings, school review days, training days etc.) through logistical planning and coordination, in partnership with the senior leadership and management team
- Ensure compliance with data protection, safeguarding procedures, and confidentiality at all times.
- Work in partnership with senior leaders to ensure robust EHCP annual review processes are in place

Finance and resource administration

- Support the Headteacher and School Operations Manager with financial processes, including ordering, invoicing and monitoring budgets as required
- In collaboration with the School Operations Manager, Site Manager and senior catering staff, maintain inventories of school resources and ensure required procurement practices are followed
- Liaise with suppliers and service providers as necessary

Information Management & Reporting

- Oversee the accurate use and management of MIS systems (e.g. Bromcom), including pupil records, staff records, attendance and census returns as required.
- Work with the Data Protection Officer to ensure GDPR compliance and secure data handling.
- Support the Headteacher with reporting requirements and preparation of documents for inspections or audits.
- Take and distribute minutes of Senior Leadership Team meetings as required, maintaining confidentiality

Human Resources

- Maintain strategic oversight of school-based HR processes to ensure compliance with safer recruitment
- Liaise with senior leaders and Trust HR colleagues regarding staff recruitment and all employee related matters – providing timely information to ensure staff records are kept up to date.
- Oversee supply staff bookings as needed and ensure good relationships are built with agencies
- Oversee academy sickness absence records and liaise with senior leaders regarding processes to be followed.

Health & Safety / Site Support

- Provide line management for the Site Manager, ensuring maintenance, health and safety and compliance matters are planned for and addressed in a timely and effective manner.
- In collaboration with the Site Manager, oversee site-related priorities including lettings, maintenance schedules, premises security and emergency procedures
- Liaise with contractors and external agencies as needed, in collaboration with the Site Manager
- Work with site staff and the DSL to ensure effective signing-in systems and visitor protocols across both sites.
- Support emergency procedures, including fire drills and lockdown drills.

Compliance and safeguarding

- Ensure all administrative processes align with safeguarding expectations and procedures (e.g. single central record maintenance, visitor management, DBS processes).
- Monitor and ensure compliance with school policies and statutory responsibilities (e.g. health and safety, data protection)

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed:

Date:

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.