



Job Description & Person Specification

Student Services & Resources Manager

Job Description for Student Services & Resources Manager

Grade: Emmaus Catholic MAC Pay Scales
Grade 5: SCP 7 – 11

(The postholder will start this position at SCP9)

Salary: £22,558.63 - £23,882.75 Gross

Line Manager: School Business Manager

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To provide comprehensive support within the Student Services and School Resources under the direction of the School Business Manager.

DUTY HOURS

35 hours per week/38 + 2 weeks per year (term time only including 5 training days & 5 additional days)

Main Purpose of Role:

To manage and lead an efficient Student Services and Resources Department and provide support and advice to members of staff in the preparation of printed materials and other related provisions including management of stationery. To act as the Lead First Aider within the school, working alongside an assistant to carry out effective administrative procedures and processes that support this function.

Key Accountabilities

Student Services:

- To lead and manage the Student Services Department.
- To line manage the Students Services Assistant.
- To lead, manage and coordinate all services for students including First Aid, school stationery shop, lost property and pre-loved uniform.
- To lead and manage resources and reprographics including the ordering of stock and stock management.

First Aid:

- To attain and maintain the formal qualification as a Lead First Aider and act in this capacity.
- To assist in and provide first aid treatment to anyone requiring such on the school site.
- To be responsible for the updating of all records relating to incidents requiring first aid and of any treatments or actions taken and report in line with current Health and Safety legislation.
- To liaise with the School Business Manager, Health and Safety provider and other organisations and be able to seek and take recommended advice in relevant circumstances.
- To coordinate with Vaccination UK and manage immunisations in school.
- To liaise with parents/carers of students in accordance with school policy on matters relating to first aid incidents such as a sudden illness/accidents whilst at school.
- To act as a Senior Mental Health First Aider.
- To maintain accurate records of student allergies and medical concerns, conditions or requirements and share with any relevant parties in line with GDPR guidance.
- To maintain effective and safe control of any drugs, inhalers, Epi-Pens etc. in accordance with school policy and Health and Safety Legislation and Guidance.
- To initiate effective procedures for the administration and management of any medications to students.
- To monitor, record and report any training requirements relevant to First Aid in the school.

- To manage training of all registered First Aiders in school and necessary updates in training are completed.
- Ensure all first aid kits are routinely checked and monitored.
- Ensure all defibrillators and bleed kits are fully maintained.
- Ensure all First Aid notices remain up to date.
- Advise on all relevant advice regarding First Aid.
- Complete Risk Assessments, Health Care Plans and any other documentations that is required of the role.
- To liaise with trip leads to ensure the trip leader has all the necessary information for children on trips and a fully stocked first aid kit.

Resources:

- To ensure the school has effective photocopying facilities that are fit for purpose.
- To prioritise and delegate tasks as, and when, necessary.
- To prepare and amend documents accordingly for printing and copying.
- To advise on best practice and solutions for tasks.
- To assist in administering 'Lost Property'.
- To undertake all tasks in relation to the reproduction of information, reports and booklets for a range of audiences including photocopying, laminating and binding.
- To assist in producing monthly totals for department and school photocopying.
- Ensure stock levels for department stationery are fully maintained and tracked.
- To manage and maintain stock control and be financially responsible for the First Aid and resources budgets.
- To ensure regular, basic maintenance, including changing toner and safety checks on all reprographic equipment and arrange for repairs as necessary, for smooth operation of all equipment.
- To advise and train other members of staff as appropriate on the use of equipment.
- To support the general administration function of the school as and when requested.
- To photocopy, collate and staple as required.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings, as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who encounters children and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Person Specification for Student Services & Resources Manager

	Essential	Desirable	Evidenced
Qualifications and Training			
English and Maths at GCSE grade 4/C or an equivalent at Level 2	✓		App & Int
First Aid at workplace qualification (Training will be in offered if not already qualified)	✓		App & Int
Mental Health First aid (Training will be in offered if not already qualified)	✓		App & Int
Health and Safety at work (Training will be in offered if not already qualified)		✓	App & Int
Knowledge and Experience			
Experience of reprographic use & support	✓		App
Knowledge of basic maintenance of reprographic equipment		✓	Int
Experience of working with children	✓		App
Experience of working in a school environment		✓	App
Experience of working in a busy environment	✓		App & Int
Experience of line management or leading a team	✓		App & Int
Understanding of Equality & Diversity	✓		Int
Commitment to continual professional development	✓		App
Skills			
Evidence confident use of IT particularly MS 365 applications	✓		App & Int
Excellent written and verbal communication skills	✓		App & Int
Ability to assess and respond to medical emergencies calmly and effectively	✓		Int
Excellent organisational skills, including stock control and record-keeping	✓		App & Int
Personal Attributes			
Ability to understand and relate well to children and adults	✓		App & Int
Ability to work constructively as part of a team, understanding school roles and responsibilities and own position in these	✓		App & Int
Ability to identify own training needs and willingness to participate in training and development opportunities	✓		App & Int
Reliable, Trustworthy, Discreet, Courteous	✓		Int
Empathetic and approachable with excellent interpersonal skills	✓		Int
Motivation to continually improve standards and achieve excellence	✓		App & Int
Enthusiasm and a positive "can-do" attitude	✓		Int
Flexible and willing to support wider school activities when required	✓		Int
Safeguarding			
Understanding of safeguarding requirements in a school setting	✓		Int

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. All applicants must be able to provide documentation to prove their right to work in the UK.

Key:

App – Application

Int – Interview

Ref - Reference