

# ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

Website: [www.rgshw.com](http://www.rgshw.com)



## Resources Manager

Start date: 3 September 2018

Term time

Plus inset days

Applications should be made to the Finance and Resources Director, Mr Chris Hall, by Monday 25 June by email ([dmc@rgshw.com](mailto:dmc@rgshw.com)) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

If you have not heard from us within three weeks of the deadline, please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS is committed to promoting the safety and welfare of all pupils.  
Appointment is conditional upon at least two satisfactory references. All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.



## Resources Manager

### Person specification:

We require a highly motivated individual to provide support to the Finance and Resources Director in the management of the school resources department. Applicants should be able to demonstrate an excellent track record in the management of resource and administrative functions and high level interpersonal skills.

**Line Manager:** Finance and Resources Director

**Direct Reports:** One

### Salary/remuneration package:

- Salary Range: Point 16 - 20 £18,378 - £19,864 (full time equivalent £21,379 - £23,108)
- Appointments will be made in the range according to qualifications, experience and skills.

### Working Hours:

- 37 hours per week – half hour to be taken for lunch (unpaid)
- 08:00 – 16:00 (although actual hours can be discussed at interview)

### Requirements

- Proven experience as Resources Manager or equivalent position
- Well-versed in reprographics methods supplier negotiations and administrative support processes
- Knowledge of managing expenditure within agreed budgets
- Excellent verbal and written communication skills
- Excellent organisational and leadership skills

### Conditions of Employment

The following responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.



## Job Description

### Resources Manager

#### As Resources Manager:

- Effectively and efficiently, manage the operation of all activities within the Resources Centre.
- Keep and maintain accurate records.
- Negotiate with third party suppliers to ensure high quality goods and services on the best possible terms.
- Manage the budgets for the Resources Centre and stationery teaching allocations.
- Oversee the preparation of bills for departmental transfers.
- Keep abreast of changing requirements within the school and plan for future demands on the Resources services.
- Manage the annual school photographs.
- Administer the school comms system each week.
- Administer car parking and gym membership passes
- Assist with administration of prize giving events, parents' evenings and certain school functions
- Undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.