

**JOB DESCRIPTION**

**POST: School Resources Manager**

**LOCATION: The William Allitt School**

**SALARY: Grade 13**

**RESPONSIBLE TO: The Head Teacher**

The role has a large amount of autonomy but will be expected to report as required to the Head teacher giving updates on staff, finance, projects and operational matters.

**CONTEXT AND PURPOSE OF JOB**

1. To play a central role in the Leadership Team
2. To give strategic vision and leadership to all aspects of Finance, Administration, Health and Safety and Premises within the school
3. To promote and manage the image of the school, ensuring the school remains first choice in the community
4. To liaise with the community and other stakeholders to ensure lines of communication are open, supportive and effective
5. To be responsible for the strategic leadership and effective management of non- teaching staff
6. To support the Head teacher in the management of absence and other procedures related to all staff
7. To be responsible for the efficient and effective use of the school site and its buildings, their maintenance and development
8. To ensure the school is gaining best value for money in contract negotiation and develop income generation through lettings and bids to relevant agencies.
9. To be responsible for the efficient use, maintenance and development of school resources
10. To line manage key non-teaching staff
11. Through line management of relevant staff, to ensure that the school is fully prepared to meet OFSTED financial and safeguarding criteria
12. To attend all main governing body meetings and assist the Chair for sub-committee for Finance and Resources
13. To provide support as relevant to the Head Teacher and Deputy Head Teacher To deputise for the Head Teacher as required in relevant fields of expertise To ensure that in all we do value for money is considered

**FINANCE**

With the school finance manager, to prepare an annual budget for the school to be submitted to the Governing Body. The Resources Manager will be responsible specifically:

1. To ensure the school has appropriate procedures and to ensure accurate financial records are maintained in accordance with the Derbyshire County Council policies and DfE requirements
2. To ensure that all procurement operates within the correct legislation To attend Governing Body Finance and Resources Committee meetings
3. To report on finance, premises, staffing and resources to the Finance and Resources Committee.
4. To monitor the cost effectiveness of services and to make recommendations for change as necessary
5. To prepare appraisals for particular projects and the development of long term initiatives for the school.
6. To write bids and maximise the potential for external funding To review and manage the tendering for all service contracts
7. To formulate, monitor, implement and review the Academy’s Financial Management and Procedures Policy, ensuring that it complies with DCC regulations
8. To market the school’s premises to maximise lettings income

**HUMAN RESOURCES**

The Resources Manager will be responsible for general personnel matters, ensuring the school meets its safeguarding obligations.

1. To undergo ‘Safer Recruitment’ training and appoint non-teaching staff as required
2. To motivate and facilitate team-work and good practice in order to achieve excellent standards of service delivery
3. To monitor and manage staff attendance to ensure a continuous service throughout the year
4. To oversee non-teaching staff career development including the appraisal process and training requirements
5. To review and monitor the effectiveness of the support staff establishment, to meet the needs of the school
6. To work with the Head Teacher to ensure staffing is appropriate for the school’s needs.

**HEALTH AND SAFETY**

1. To line manage the school’s Health and Safety Officer and ensure Derbyshire County Council policies are adhered to
2. To report to Governors on health & safety
3. To advise all staff on matters of health and safety, as appropriate
4. To ensure that risk assessments are drawn up, as appropriate

**PREMISES**

1. To work strategically to produce a Premises Development Plan including life cycling and maintenance programmes
2. Through regular contact with the premises staff to ensure the proper maintenance and repair of the school is carried out, and progress monitored To ensure the appropriate placing and monitoring of all service contracts including cleaning and catering
3. To arrange and negotiate best value for estimates for work and ensure the work of on-site contractors is monitored
4. To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering
5. To be responsible for letting of the school premises and the development of all school facilities for out of school use
6. To manage the maintenance, repair and purchase all furniture, equipment and fittings
7. To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims
8. To monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to Governors as appropriate.

**FLEXIBILITY**

To undertake such duties and work hours as agreed with the Head teacher and carry out duties as may be required from time to time as detailed by the Head teacher to facilitate the effective running of the school. It is envisaged that this post will entail flexible working hours to suit the varied projects.