



Post title:	Assistant School Resource and Exams Manager
Salary and grade:	NJC 22-26 / £33,699 - £37,280 FTE, Actual Salary £29,551 - £33,265
Hours of work:	37 hours per week, Term Time Only
Line manager/s:	School Resource Manager

Main purpose of the job:

The Assistant School Resource and Exams Manager (ASRM) supports the delivery of operational and business services within the school, contributing to the effective running of key functions including finance, procurement, HR processes, administration, marketing, and information governance and in additional holding responsibility for the operations of exams.

The post holder provides delegated leadership of specific operational areas and contributes to wider planning, coordination, and service delivery. The post holder will support the School Resource Manager in the operational business services in school, taking responsibility for the day-to-day management of key staff and processes and ensuring that systems run efficiently and in line with Trust expectations.

The post holder receives professional oversight, guidance, and support from the School Resource Manager and School Resource Business Partner (SRBP) and collaborates closely with the central Trust to ensure consistency, compliance and high standards of delivery.

Key duties and responsibilities

Operational Support and Service Delivery

- Ensure the delivery of high-quality operational services that support the school's strategic goals;
- Respond to feedback and direction from the School Resource Manager and central teams to support continuous improvement;
- Support the supervision of 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 School and Trust resource & business services network;
- Oversee consistent systems to support audit readiness & regulatory compliance;
- Support and monitor the coordination of specialist administrative tasks within the school, including special educational needs and disabilities (SEND) documentation, medical needs planning, pupil transport arrangements, and support for Vulnerable Groups;



Finance and Procurement

- Monitor day-to-day financial processing in accordance with Trust financial procedures;
- Support effective systems of internal control to ensure the effective management of financial administration procedures in line with Trust policy and expectations;
- Ensure that the proper collection, reconciliation and banking of any monies is received in line with Trust policy;
- Support the school in the management and maintenance of an assets register and inventory;
- Support the contract management and review cycle including monitoring of KPIs, service level agreements and contract management obligations.

Examinations

- Act as the school's designated Exams Officer, ensuring full compliance with Joint Council for Qualifications (JCQ) regulations and awarding body requirements at all times;
- Lead the end-to-end coordination of internal and external examinations, including mock examination periods and all accreditation processes;
- Manage exam entries, amendments, and coursework submissions, ensuring all deadlines set by awarding bodies are met accurately and on time;
- Work closely with the SENCo to ensure access arrangements are applied for, evidenced, and implemented in full compliance with regulatory requirements;
- Oversee exam timetabling, rooming, and the recruitment, training, and deployment of invigilators, ensuring all staff are appropriately briefed and compliant with annual requirements;
- Ensure the secure and compliant delivery of all examinations, maintaining strict confidentiality and security of examination materials in line with JCQ guidance;
- Manage and report any suspected malpractice or irregularities in accordance with JCQ procedures;
- Coordinate results days and administer post-results services, including reviews of marking, appeals, and priority submissions within strict deadlines;
- Maintain accurate, secure, and up-to-date examination records using the school's MIS and awarding body systems;
- Ensure readiness for inspections, audits, and annual regulatory updates relating to examinations;
- Develop and implement contingency plans to ensure continuity of examinations in the event of disruption;
- Work collaboratively with staff, students, parents, and external agencies to ensure the smooth and effective delivery of all examination processes;
- The role requires flexibility to manage significant peak workload periods, particularly during examination seasons and results periods



Data, Information Governance and Administrative Duties

- Manage and maintain the School Information Management System (MIS) and related data systems;
- 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;
- Be responsible for completion and submission of complex forms, returns etc, including those to statutory agencies and the Trust;
- Support the submission of statutory data returns (e.g. school census) within deadlines;
- 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

- Promote a culture of teamwork, service excellence, and continuous development;
- Work with the School Resource Manager to identify training needs, build resilience, and support succession planning across the Trust;
- Support the administration of recruitment, onboarding, and staff data processes in collaboration with the school's HR Function;
- Support with the maintenance of staff records of employment and ensure the Single Central Record is compliant with statutory and Nexus MAT requirements at all times;

Marketing and Communications

- Market and promote the school, in line with Trust policy, including the preparation and production of school publications;
- Maintain internal and external communication systems to support effective school operations and engagement.

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 polices/ legislation	•	
	Knowledge of Microsoft office including Word & Excel	•	
	Previous experience supporting examinations, assessments, or regulated processes		•
	Previous experience within an educational environment		•
	Willingness to learn and develop knowledge of examination regulations, including Joint Council for Qualifications (JCQ) requirements	•	
	Willingness to undertake training and take responsibility for the coordination of school examinations over time	•	
	In depth knowledge of school specific financial, personnel and administrative systems including MIS		•
	Full working knowledge of Health and Safety		•
	Use of systems for business support functions	•	
Thinking Ability	Ability to support the management of school's business and financial systems	•	
	Ability to 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 follow processes and ensure compliance with policies and procedures	•	
	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, particularly when handling data	•	



		Essential	Desirable
	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.	•	
	Able to respond flexibly and adapt to changing and challenging circumstances	•	
	Ability to remain calm and respond effectively to unexpected situations, particularly under pressure	•	
	Show commitment to a clear and shared vision for an effective organisation	•	
	Recommend and show a positive attitude to change	•	
	Ability to handle confidential and sensitive information with integrity and discretion		
	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	•	