

**Post title:** **Assistant School Resource Manager**

**Salary and grade:** Salary: Full-time (Scale point 12 - 20) Actual  
Salary: £27,155 - £30,953  
FTE salary £29,542 - £33,673

**Hours:** 37 hours – Monday to Friday

**Line manager/s:** Headteacher

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### **Main purpose of the job:**

The Assistant School Resource 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, estates compliance, administration, marketing, and information governance.

The post holder provides delegated leadership of specific operational areas and contributes to wider planning, coordination, and service delivery. The post holder will lead operational business services in schools, taking responsibility for the day-to-day management of 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 the regional 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;
- Work under the direction of the School Resource Business Partner to align local operations with the Trust's wider strategic and compliance framework;
- Respond to feedback and direction from the School Resource Business Partner and central teams to support continuous improvement;
- Supervise 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 Trust resource & business services network;
- Oversee consistent systems to support audit readiness & regulatory compliance;
- Where required coordinate the administration of internal and external examinations, including timetable distribution, invigilation cover, room bookings, and communication with pupils and families

- Lead on 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 Looked After Children;
- Maintain secure and accurate records in collaboration with relevant school staff, ensuring compliance

## **Finance and Procurement**

- Monitor day-to-day financial processing in accordance with Trust financial procedures;
- Oversee procurement activity, ensuring value for money and adherence to Trust procurement policy;
- Support & oversee effective systems of internal control to ensure the effective management of financial administration procedures in line with Trust policy and expectations, contributing to budget monitoring, planning and compliance with financial regulations;
- Ensure the proper collection, reconciliation and banking of any monies received in line with Trust policy;
- Ensure all expenditure is correctly coded to enable maximum use of all budgets and grants;
- Support the school in the management and maintenance of an assets register and inventory;
- Maximise income generation within the ethos of the school and Trust, ensuring best value principles are adopted, securing funds to which the school is entitled and actively source additional funding including grant funding;
- Support the contract management and review cycle including monitoring of KPIs, service level agreements and contract management obligations.

## **Data, Information Governance and Administrative Duties**

- Lead in the development and maintenance of data, record/information systems, as the named data processor for the school;
- 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.
- Ensure the school's digital environment is safe and secure by implementing cyber security protocols and Nexus MAT requirements.
- 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

- Supervise the school business support team and school estates team;
- Promote a culture of teamwork, service excellence, and continuous development;
- Work with the School Resource Business Partner to identify training needs, build resilience, and support succession planning across the Trust;
- Administer recruitment, onboarding, and staff data processes in collaboration with central HR;
- Maintain staff records of employment and ensure the Single Central Record is compliant with statutory and Nexus MAT requirements at all times;
- Provide administrative support for payroll documentation and contractual changes;
- Monitor staff absence, support return-to-work paperwork, and maintain HR-related logs and systems.

## Estate Management

- Monitor the impact of day-to-day use of resources and facilities to optimise learning outcomes across the school;
- Maintain the asset register and coordinates the disposal/acquisition of assets in accordance with Trust policy. Coordinate business continuity, disaster recovery, critical incident and contingency planning processes;
- Monitor the maintenance of facilities and grounds as per the asset management plan.
- Monitor and health and safety procedures relating to the estate;
- Draw on expert advice to formulate specific arrangements for managing and mitigating risk, health, safety and environmental issues related to the estate, escalating issues where necessary;
- Maintain appropriate inspection and quality assurance regimes to ensure health, safety and environmental legislation compliance. Ensure statutory checks, maintenance, and risk assessments are documented and completed.

## 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 |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Qualifications, Skills &amp; Knowledge</b> | 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                                                                                                       |           | •         |
| <b>Experience</b>                             | 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                                                                                            | •         |           |
|                                               | Proven experience in business management including in the development, management of business operation systems and procedures                  | •         |           |
|                                               | Previous experience within an educational environment                                                                                           |           | •         |
|                                               | In depth knowledge of school specific financial, personnel and administrative systems                                                           |           | •         |
|                                               | Full working knowledge of Health and Safety                                                                                                     | •         |           |
|                                               | Use of systems for business support functions                                                                                                   | •         |           |
| <b>Thinking Ability</b>                       | Ability to manage the school's business and financial systems                                                                                   | •         |           |
|                                               | Ability to manage, lead, 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 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                                                                    | •         |           |
|                                               | 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                                                                          | •         |           |
|                                               |                                                                                                                                                 |           |           |
| <b>Personal Effectiveness</b>                 | Excellent communication skills                                                                                                                  | •         |           |
|                                               | Ability to work as a member of a team.                                                                                                          | •         |           |
|                                               | Able to respond flexibly and adapt to changing and challenging circumstances                                                                    | •         |           |

|                |                                                                                                                                             | Essential | Desirable |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
|                | Operate calmly and effectively Show initiative and self-motivation                                                                          | •         |           |
|                | Show commitment to a clear and shared vision for an effective organisation                                                                  | •         |           |
|                | Recommend and show a positive attitude to change                                                                                            | •         |           |
|                | 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                                                            | •         |           |
| <b>General</b> | 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                                                                                                  | •         |           |