Post title:	**School Resource Officer**
Salary and grade:	NJC (7-12) FTE – £27,275 - £29,542 Permanent 22.5 (Kelford Main Site) Wednesday-Friday 8am-4pm
Line manager/s:	Headteacher and School Resource Manager

Main purpose of the job:

To provide reliable, high-quality administrative and operational support within the school. The School Resource Officer (SRO) supports with reception duties, finance processing, HR paperwork, recordkeeping, estates support, communication systems, and general day-to-day administrative tasks.
Working under the guidance of the School Resource Manager (SRM) or Headteacher, the postholder contributes to the effective delivery of key business services and plays a valuable role in supporting the school's daily operations, in line with Trust expectations.

To support the Senior Leadership Team on delivery of the school improvement plan.

Key duties and responsibilities

Operational and Administrative Support

- Support the effective delivery of day-to-day administrative tasks across key school business functions
- Maintain accurate records and systems in line with Trust and school procedures
- Assist with the preparation of documents, correspondence, and internal reports
- Draft and format clear, professional letters, emails, and documents, ensuring accuracy and a high standard of presentation
- Respond professionally to routine queries from staff, parents, and visitors
- Support all business services to contribute positively to the school's reputation and stakeholder relationships.
- Support school in developing effective communication with parents, carers, and the wider community.
- Undertake other duties as required by the Head Teacher, School Resource Manager and Senior Leadership Team.
- To contribute and support to whole school events
- Support effective liaison with external professionals, including therapists, local authority officers, and social workers.

Data & Communication

- Provide front of house and admin support, including managing visitors and incoming communications.
- Monitor shared inboxes, handle calls, and support the circulation of information.
- Support with event coordination, and internal/external communications.
- Support data entry, pupil record updates, and management information system maintenance.
- Maintain accurate data and information records and ensure all systems meet compliance with Trust policies and public sector regulations
- Finance & Procurement Support.
- Process purchase orders, receipts and financial transactions.
- Assist with petty cash and income logging in accordance with Trust policies.
- Support the accurate coding and entry of financial records into Trust systems.
- Monitor delivery of goods and manage supplies and stock records
- Work as directed by the School's Resource Manager at any of the Kelford sites: Kimberworth, The View or Enterprise Works.

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 MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

Person Specification

		Essential	Desirable
Qualifications	Relevant professional qualification in admin, business support or equivalent experience		•
	GCSEs (or equivalent) in English and Maths at Grade C / 4 or above	•	
Experience	Experience in an administrative or office support role	•	
	Experience writing professional letters, emails, or reports	•	
	Experience working with families or children with additional needs		•
	Experience working in a school, Trust, or public sector setting		•
	Experience using management information systems		•
Thinking Ability	Ability to organise, prioritise and complete tasks to a high standard	•	
	Able to maintain accurate records and follow procedures	•	
	Ability to use initiative and respond flexibly to changing needs	•	
	Competent in the use of Microsoft Office and other digital systems	•	
	Able to manage confidential information sensitively and appropriately	•	
Personal Effectiveness	Excellent communication and interpersonal skills	•	
	Positive, professional, and responsive approach to work	•	
	Friendly, calm, and confident when supporting families, pupils, and staff	•	
	Willingness to learn and engage in professional development	•	
	Commitment to safeguarding and promoting the welfare of children and young people	•	
	Ability to work collaboratively as part of a team	•	