



Queen Mary's Grammar School



Job Description and Person Specification

Job Title:	Resources Manager
Grade:	NJC scale 7-11 (FTE £19,554-£21,166) Pro-rata, actual salary at point 7 £15,986 35 hours per week term time only contract + 1 week
Purpose of Job: To ensure the smooth running of the Resources Department, maintaining relevant equipment, managing the Resources budget and line managing the Resources Assistant.	
JOB DESCRIPTION <i>Core duties (essential skills areas):</i> <ul style="list-style-type: none">• Ensuring staff photocopying requests are met in a timely manner;• Setting and managing three resources budgets;• Taking a lead on designing documentation for staff and SLT. This can include the QMO, promotional materials, the Green Book and the employee handbook to name a few;• Supporting staff in preparing for school events: open evenings, entrance exam, Speech Day• Dealing with external agencies to ensure the maintenance of all the Resources equipment and machinery;• Liaising with external print companies, including negotiating and ordering to ensure school promotional needs are met;• Plays a key role in the new staff induction process through the production of staff badges, the new staff handbook and setting up resources accounts;• Providing stationery resources for staff which means ordering products in, taking stock checks etc;• Playing a leading role in the design of certification, badges;• Leading and managing the Resources Assistant to ensure the department runs smoothly;• Liaison with the QMA and QMC to design and print promotional materials such as leaflets, posters, tickets and ensuring distribution;• Attending and participating in meetings, as required;• Carrying out any other duties as may reasonably be requested by the Headmaster or other members of the Senior Leadership Team <p>In addition, experience of running external lettings may be an advantage (including: publicity, bookings, enquiries/complaints, negotiating prices, ongoing contract management).</p>	
PERSON SPECIFICATION Preferred skills, personal attributes or experience <ul style="list-style-type: none">• Good numeracy and literacy: familiarity with ICT and other reprographic resources;• Ability to relate well to children and adults;• The ability to communicate effectively, verbally and in writing.• Presence, dynamism, good sense of humour and approachability;• Ability to work constructively as part of the teaching team, understanding classroom/pastoral roles and responsibilities and your own position within these;• Ability to deal with colleagues and pupils in a manner appropriate to each;• Ability to react positively and remain calm under pressure.	