**Recruitment Pack for the Post of:**
**Resource Manager**
**St Mungo's High School**
**Merchiston Avenue**
**FALKIRK**
**FK2 7JT**

Falkirk Council
*Children's Services*



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# Advert – Resource Manager ES4559

St Mungo's High School
1 FTE Permanent
37 hours per week

SJC Grade K (£52,956 – £57,914)

**We are looking for a Resource Manager who**:

- is committed to the highest standards and expectations in all aspects of school life
- demonstrates sound judgement and decision making, has the ability to prioritise effectively, to delegate and involve colleagues in decision making
- is emotionally intelligent
- is skilled in influencing and engaging
- can lead others and who can exercise good judgement regarding the management of both change and continuity
- has a proven track record and excellent knowledge in relation to Financial & Resource Management, IT and Management Information Systems, Facilities Management and Human Resource Management
- has the ability to raise the profile and further strengthen our support staff across the school and beyond, with a vision and ability for strategic thinking.

Applicants are encouraged to be explicit in detailing in your application your skills, experience and attributes that you can bring to this specific post. Please ensure that you can evidence the impact that you have made in your current post.

**Successful applicants will:**

- preferably hold an appropriate professional qualification, ideally at SCQF level 9 or above (degree level)
- have had previous experience of working within an organisation focussed on delivering improved outcomes for people
- be able to demonstrate that they possess the commitment, knowledge and skills outlined within the job and person specifications.

Successful applicants for posts working with children or vulnerable adults will be subject to disclosure checks within the PVG scheme.

*St Mungo's High School – School Profile*

**GENERAL INORMATION ABOUT THE SCHOOL**

Head Teacher: Dr Patricia Holland

Address of School: St Mungo's High School
Merchiston Avenue
Falkirk
FK2 7JT

Telephone Number: 01324 614614

E-mail Address: StMungosHighSchool@education.falkirk.sch.uk

St. Mungo's High school is the sole denominational secondary school in Falkirk Council and its catchment area covers all the towns and villages of the Council with the exception of Denny. The original school, which opened in 1953, was a junior secondary but since the re-organisation of secondary education in the 70's it has served the area as a comprehensive school. The new school building opened in June 2009 and caters for up to 1400 pupils. The school has state of the art facilities and has heavily invested in IT.

**School and its Community**

The present roll of the school is 1213 and our associate primary schools are Sacred Heart R.C. Primary in Grangemouth, St Mary's R.C. Primary in Bo'ness, St. Joseph's R.C. Primary in Bonnybridge, St. Andrew's R.C. Primary in Falkirk, St. Francis Xavier in Falkirk and St Bernadette's R.C. Primary in Larbert. As we serve a very wide area, a large percentage of our pupils travel by contract transport to the school each day.

The school enjoys a staff of almost 100 teaching staff and 30 support staff. The Senior Management Team consists of Headteacher and 4 Depute Headteachers and a Resource Manager. There are 9 Faculty Heads and 3 Pastoral Heads. The school day begins at 9.00 a.m. It ends at 2.55 pm with a timetable based on 6 periods on Monday, Wednesday and Friday and at 3.45pm with the timetable based on 7 periods on a Tuesday and Thursday.

The school has developed close liaison with the community and, with the help of the pupils and parents, enjoys a high reputation for the pursuit of excellence in every area of education. The parents of the school are extremely active and the school has a very supportive Parent Council and Parent Teachers Association. Both bodies have regular meetings throughout the session.

**The Curriculum**

The school offers a common curriculum in the first three years of secondary education with pupils given the opportunity to develop their skills. In S4 pupils follow 5 or 6 courses at National 4 or National 5 level. In S5/6 students may take a range of qualifications, ranging from National 4 to Advanced Higher. The school has also developed flexible approaches in all areas of the curriculum and is part of the Falkirk Council Consortium arrangements for S5 and S6. The school is also part of a programme which is developing increased flexibility within the curriculum for S3 and S4 pupils in partnership with Forth Valley College.

The school has achieved good results at SQA level and has shown continuous improvement in this area. There is a detailed target setting and tracking procedure for each pupil within the school and this has been seen as a key factor in the good SQA results which the school and its pupils have attained.

**A Caring School**

St. Mungo's High School is a caring school with a strong Catholic Ethos. Mass is celebrated frequently in the school Oratory. Whole school Mass is celebrated on Holidays of Obligation and on other special occasions. Morning prayer is a feature of the school.

Pupils are encouraged to be tolerant of others and care for the needs of colleagues and the community at large. We work closely with community groups and there is a Justice and Peace Group, Life Group and a Charities Group. Each Friday, there is a Charity Collection that provides for a whole range of needy causes.

**Partnerships**

The school is an active partner in a Locality Model which includes the associate primary schools, Forth Valley Health Board, Community Services, Social Work, Local Clergy and Central Scotland Police.

Health Promotion and Environmental issues are important to the school and the school is to the forefront of promoting healthy lifestyles within the Falkirk Council Schools. Recently, the school received recognition for its work in improving the environment.

The pupils of the school have opportunities to work in partnership with industry, further and higher education. We have a Determined to Succeed programme involving pupils from S1 to S6. The school is proud of the range of partnerships that it has developed with industry, Further and Higher Education establishments and Training Agencies. The school enjoys a good reputation for the number of pupils who go to university, further education, employment and training.

**Extra-Curricular Activities**

The school has a range of extra-curricular activities taking place throughout the year. There are lunchtime Clubs and sports teams at every stage of the school organised by teaching staff who freely give of their own time.

**Post of Resource Manager**

The successful candidate will be highly motivated and committed, and demonstrate exceptional leadership skills which develop whole school approaches towards sustained school improvement. The post-holder must have significant experience of managing staff and leading change. Evidence of a clear ability to implement and evaluate change will also be of critical importance. The post-holder must be able to demonstrate their ability to inspire, motivate and work effectively within a team. We are seeking applicants with energy, enthusiasm, flexibility, optimism and a commitment to the highest standards. The post holder will join a dynamic team and be given extensive leadership opportunities to shape and develop school policy and practice in a range of areas.

If you require further information about the post, please call 01324 614614.

# Job Outline

**SECTION:** Children's Services

**POST:** Resource Manager (SJC Grade K)

**RESPONSIBLE TO:** Head Teacher

**Summary of key tasks**

You will be a key member of the Senior Management Team of St Mungo's High School and adviser to the Head Teacher on a range of key issues required for the effective running of the school.

**Duties include (this list is not exhaustive and subject to amendment)**:

- Overall responsibility for financial and resource management, including devolved school budgets, PEF budgets and the school funds.
- Responsibility for the school IT and Management Information Systems.
- Management of all support staff including aspects of Support for Learning Assistants (SFLAs), Admin Staff, Technicians, and Librarian. Links with the catering, cleaning and janitorial staff.
- Management of HR and payroll systems, processes and procedures for support staff and teaching staff.
- Supporting all staff with matters relating to HR and payroll.
- Facilities Management – liaise with Children's Services and Facilities Management with regard to all aspects of building maintenance and management.
- Liaise with the DHT with regard to Qualifications Scotland tasks, including liaising with Principal Teachers and data held in SEEMIS.
- Whole school timetable management – build the structure and input timetable data in to SEEMIS.
- Liaise with Head Teacher to ensure staffing levels are met at all times, including supply staff.
- Arrange planned absence cover and daily cover to ensure continuity for classes.
- On behalf of the Head Teacher, all matters relating to Health and Safety and FOI requests.
- Overview of local authority audits and returns.
- On-going training and professional learning programmes for support staff.

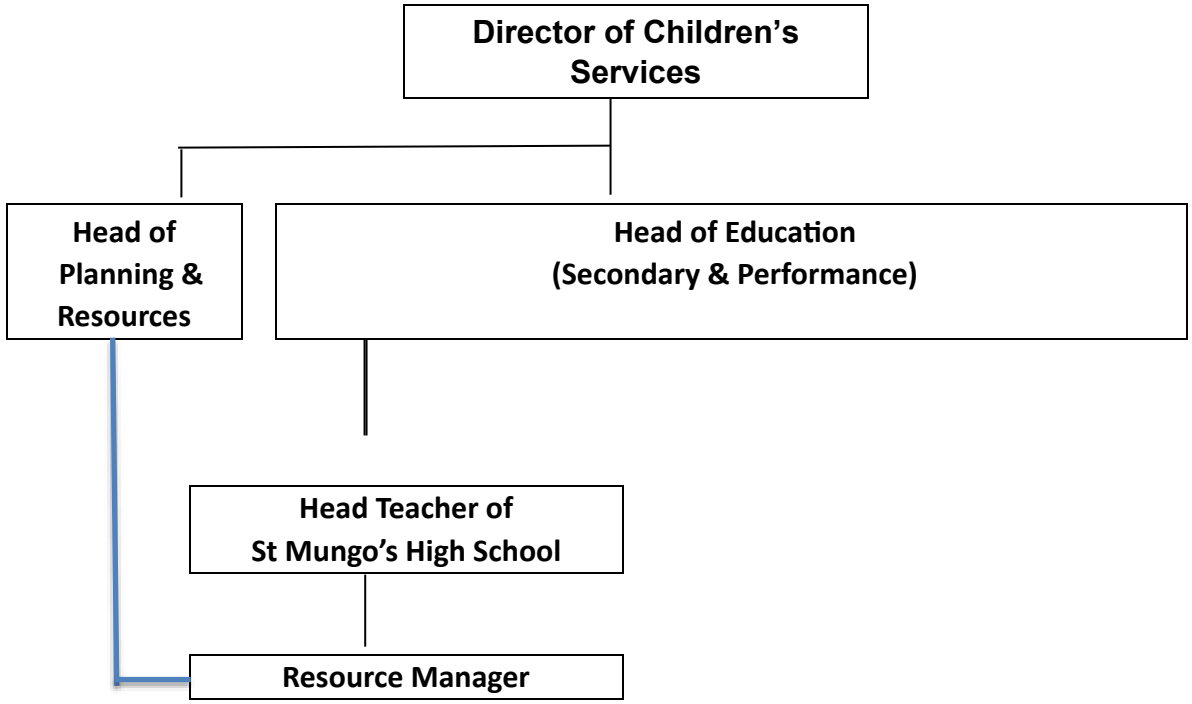
**Essential criteria**:

- Background and experience in the management of financial data, systems and reporting.
- Experience of dealing with third parties in providing services and contracts (as related to the facilities management part of this role).
- High level of ICT skills, in addition an extensive working knowledge of SEEMIS and other applications is desirable.
- Sound background and experience in HR processes and practice.
- Highly effective communication skills and a proven track record of leading a large team of people.
- Proven track record of commitment to, and delivery of, service improvement.
- Excellent interpersonal skills, ability to manage staff effectively and exercise professional flexibility.
- Member of school leadership team, Resource Manager network and wider authority working groups.

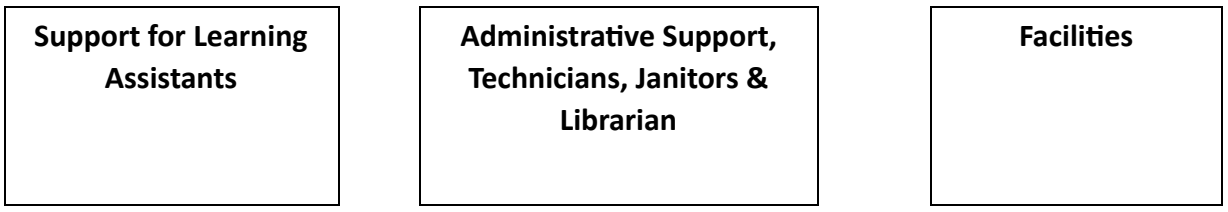
## MAJOR TASKS/JOB ACTIVITIES (more detail):

Subject to the policies of the school and the education authority, the duties of the Resource Manager are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall workload related to the following categories:-

**Section B Organisational Relationship**




**Resources Team**




The post holder is line managed by the Head Teacher of the school and will function as a member of the Senior Management Team. This will ensure that decision making is part of a shared process. The post holder will also report directly to the Head of Planning & Resources within Children's Services to ensure consistency of interpretation of Council policy.

## Section C Job Purpose

The post holder is a member of the Senior Management Team and as such, is responsible for leading the strategic development of devolved resources and ensuring that these resources are effectively deployed to meet priorities in accordance with Council policy.

## Section D Key Responsibilities

The key responsibilities outlined in this section are inclusive of the tasks to be managed by the post holder.

**Financial Resource Management**

- Implement financial procedures, ensuring that these are consistent and comply with Devolved School Management guidelines, Financial Regulations and Standing Orders.
- Provide sound financial management, planning and budgetary control analysis to support the efficient deployment of devolved financial resources.

**Human Resource Management**

- Implement Council recruitment and notification procedures for the appointment of new employees, changes in circumstances and terminations, ensuring these are applied consistently.
- Act as Health and Safety Coordinator and ensure organisational arrangements are in place in order to comply with the requirements of the Health and Safety at Work Act.

**Management of the Support Staff Teams**

- Manage the support staff who deliver the support for learning, administrative and technical support.
    i. Performance management arrangements covering the key service delivery activities of the support teams.
    ii. Manage recruitment and selection procedures across the school.
    iii. Responsible for ensuring employee development takes place and that line management and leadership is provided.

**Facilities Management**

- The post holder is responsible for overseeing building maintenance and security matters for all school facilities. This includes liaising with property maintenance to devise building improvement specifications, maintenance schedules, and carrying out repairs to ensure the efficient operation of all facilities.
- Manage school lets & contribute to development of all school facilities for both in and out of school use.

**Administration and Support**

- Through the support teams the post holder is responsible for managing aspects of the non-teaching staffing support for learning, administrative and clerical, and facilities support services (including IT) to the school.
- Management and development of school systems and processes, such as the creation of school timetable on Seemis and Qualifications Scotland administration. Manage performance of support for school activities.

## Section E Accountability

The Resource Manager is accountable to the Head Teacher in the first instance. The post holder will:

- Develop a deep sense of trust and support with the Head Teacher and Senior Management Team colleagues by ensuring that the key areas for which they are responsible are effective in support of the core work of the school.
- The post holder is accountable for managing the assignment and effective utilisation of support staff and devolved budgets.
- The post holder will be responsible for managing and leading improvements in service delivery within the support teams.
- Working to corporate and service procedures, the post holder has direction to prioritise and assign resources to meet priorities and agreed work objectives.

## Section F Knowledge, Skills and Experience

- The post holder will possess a sound knowledge of the key issues and priorities within the areas of responsibility and, because of the multi-disciplined nature of the post, will possess a qualification and proven experience at a senior level in one of the key responsibility areas of the post.
- Creative ability to manage the diverse range of professional disciplines within the school
- Must be able to communicate effectively with a wide range of stakeholders and have the ability to represent the school professionally.
- The post holder should be a member of an appropriate professional institute and demonstrate a commitment to continuous professional development.
- The post holder will have effective interpersonal and intellectual skills to support effective team working, project management, time management, leadership, improvement through evaluation, diagnostic thinking and problem solving.
- Must be able to communicate effectively with a wide range of stakeholders and have the ability to represent the school professionally.

## Section G Demands

- The post holder requires the ability to rapidly absorb, analyse and interpret complex information, presented in written format or observed, and be able to respond by compiling reports, programmes of work or, as necessary, take immediate action to meet the operational demands of the service.
- There is a frequent demand to prepare detailed and involved reports explaining judgments made in relation to a range of problems beyond the post holder's primary discipline.
- The post holder is frequently required to overcome new or out of the ordinary demands which can be complex in nature and demanding in application and requires interpretation and a professional approach.
- Creativity and innovation are required to support the development and implementation of service initiatives and also to ensure efficient service delivery within agreed timescales, budgets and performance targets.
- The nature of the work and the direct and indirect reporting arrangements are demanding, requiring sound judgment to resolve matters of conflict in a courteous and professional manner.

## Section H Communications and Contacts

- The post holder will have frequent contact with other senior colleagues within the school and Falkirk Council up to and including Director level within Children's Services. Communications and contacts will also extend to partners, other external agencies, eg OCS, QS and Trade Unions, on a routine basis concerning employee and service development issues.
- Negotiation, advice and advocacy skills are routinely employed in carrying out the duties of the post.

## Section I Environment

The post holder is operating in a large organisation with employees, pupils and parents. The nature of the work carried out is subject to change to meet changing service priorities. The Resource Manager is very much a part of the school ethos and Senior Management Team of the school. As such, a commitment to raising attainment and an understanding of working within a learning and teaching environment is essential.

## Location

St Mungo's High School
Merchiston Avenue
Falkirk
FK2 7JT

However, during your employment you may be required to work at any workplace within the area of the Council.

## Hours of Work

37 hours (5 days)

## Grade/Salary

Grade K

**Applicants please note:**

This job requires contact with pupils who are deemed to be a vulnerable group, therefore, in accordance with the pre-employment recruitment checks for this post, the preferred candidate will be required to gain/maintain PVG Scheme membership. The cost of full membership (£59) must be met in full by the preferred candidate. Falkirk Council will pay the £59 fee initially and will reclaim this through regular salary deductions. For existing PVG Scheme members, the cost of a record update (£18) will be paid by Falkirk Council.

**Additional Information**

The person specification (overleaf) is related to the requirements of the post as demonstrated by the job description. Leeting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. Short-listed candidates will be expected to demonstrate evidence during an interview of the criteria laid down within the person specification.

If you would like to discuss the post further please contact Dr Patricia Holland, Headteacher who is based in the school.

# Personal Specification, Resource Manager: St Mungo's High School

| POST HOLDER'S ATTRIBUTES | ESSENTIAL | DESIRABLE | TO BE IDENTIFIED BY |
|---|---|---|---|
| **Qualifications** | • Appropriate qualifications in one of the key responsibility areas of the post.<br>• Evidence of appropriate continuing professional development (CPD). | • Additional relevant professional qualifications.<br>• Appropriate qualifications in one of the key responsibility areas of the post, at SCQF Level 9 (Degree) or better (or equivalent).<br>• Membership of appropriate professional institute.<br>• Literacy/English and Numeracy/Maths Qualification: SCQF Level 6 (Higher) or better (or equivalent). | Application / Interview |
| **Training / Experience** | • Experience of budget administration.<br>• Experience in the use of (school) Management Information Systems (or equivalent).<br>• Experience in HR/recruitment procedures/processes (or equivalent).<br>• Experience of collecting, collating and analysing data from a variety of sources and deriving conclusions.<br>• Experience of management of a team and improvement projects/initiative with positive outcomes. | • Previous experience of working within a school environment/large organisation and/or of facilities management.<br>• Experience of planning creatively to develop new concepts, systems or approaches.<br>• Experience of presenting a 'case' to committees or to members of the public. | Application / Interview |

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| **Skills and Practice** | • Experience in use of IT packages, Word, Excel, PowerPoint, diary management, email, websites and social media.<br>• Excellent communication and presentation skills.<br>• Excellent organisational skills.<br>• Excellent interpersonal skills with a proven track record of forging effective working relationships and partnerships and negotiating effectively with staff.<br>• Experience of prioritising and meeting deadlines.<br>• Experienced in problem solving.<br>• Experience in event management/coordination (or equivalent). | • Gaelic Language Skills.<br>• Experience of report writing and providing regular updates. | Application / Interview / Reference |
| **Personal Qualities** | Ability to:<br>• Maintain confidentiality<br>• Work on own initiative<br>• Prioritise workload<br>• Work under pressure.<br>• Highly motivated and enthusiastic and forward-thinking.<br>• Pleasant, approachable personality who demonstrates pragmatism and flexibility. | • Experience of working with or in support of young people. | Interview / Reference |

| | | | |
|---|---|---|---|
| | • Be able to evidence a commitment to self-evaluation and continuous improvement. | | |

**This job requires contact with vulnerable groups therefore you will require to gain/maintain PVG Scheme membership.**