

JOB DESCRIPTION

Title of post:	Hub Resources Co-ordinator (Primary Schools)
Accountable and responsible to:	Director of Resources with day-to-day operational accountability to Headteachers/Executive Headteachers
Grade/scale	H9, Points 28-31
Location:	Working base within designated Hub schools, with regular engagement with Central functions at the Trust Office. The postholder is expected to work flexibly across Hub schools as needed.
Hours	22.5 hours per week – working pattern to be agreed at interview
Working weeks	52 weeks – all year round contract

POSITION SUMMARY:

The Hub Resources Coordinator role is critical to the effective and efficient running of the Trust's Primary Schools, working closely with Headteachers and senior leadership teams, leading and driving operational performance across the designated Hub and supporting Trust wide initiatives.

MAIN PURPOSE OF THE JOB: Accountable and responsible to carry out a range of tasks to support Headteachers and coach school administrative staff in the following key areas of operation of the Trust:

ADMINISTRATION

- Support the Headteacher with the management of the administration staff within the schools, ensuring that:
 - Census returns are completed
 - Pupil admissions, including in year, are managed and records are maintained
 - Pupil leaver records are managed and maintained
 - Assessment data is entered onto MIS and reports run as required
 - End of year and start of year MIS procedures are managed
 - Pupil records are kept up-to-date
 - Supervise, train and develop admin staff as appropriate
 - Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available
 - Ensure good GDPR practice is adhered to
 - Analyse and evaluate data/information and produce reports/information/data as required
 - Liaise with Parents, County, Diocese and Governors when necessary

COMPLIANCE

- Responsible for maintaining local policy management via the National College/School Bus
- Act as school Data Protection Lead
- Support each hub school in maintaining a risk register, and escalate significant current or potential future risks to the Headteacher and Trust Executive team for consideration.
- Website compliance and coordination
- Support Trust central function with gathering evidence for external scrutiny processes and internal compliance checks
- Compliance audits using the School Bus compliance tool
- Setting up compliance training lists for staff



PROCUREMENT & CONTRACT MANAGEMENT

- Ensure best value principles are met when schools are making procurement decisions
- Supporting contract management for key service providers (e.g. catering, cleaning etc)
- Supporting the ASCAT Director of Resources in implementing cost efficiencies across Hub schools
- Maintain relationships with contractors and other key stakeholders engaged in works with schools
- Assist with the organisation of premises repairs with the Site Manager
- Ensure a rolling programme and a schedule of re-decoration and furnishings is adhered to throughout the school

HR & PAYROLL

- Liaise with ASCAT Central team in relation to all aspects of HR/Payroll
- Ensure new starter and leaver processes are followed at school level
- Personnel records are managed and maintained at school level
- SCR is kept up-to-date and compliant
- Staff absences are recorded on MIS and highlighted as concern to Headteacher where necessary
- Staff records are kept up-to-date on MIS
- Staff training is recorded
- Carry out new staff set up for IT and induction
- Cover staff are booked as required

FINANCE

- Ensure that the Hub schools make the best possible use of resources through effective planning, considering all financial and resource management implications.
- Support the Headteacher and ASCAT Central team with the budget setting process
- Support Headteacher with day to day administration and monitoring of the budget
- Attendance at LAC Committee meetings as required
- All trips/retreats costings are prepared and signed and a final reconciliation produced
- School Development Fund - school records of all donations given by parents are maintained and annual reminders sent.
- Free School Meals and Pupil Premium Pupils - Records maintained and kept up to date, any Free Supermarket Vouchers or Play Schemes promoted and administered.

MARKETING

- Promote and market Trust and Hub schools' specific services, seek sponsorship and generate additional income.
- Coordination of School Lettings including invoicing and chasing overdue payments.
- Responsible for keeping school websites up-to-date
- Ensure prospectuses and 'packs' are ready for open mornings etc
- Advertise school events as required

OTHER

- Assist with any other administrative tasks as required
- Attend meetings, training courses, and performance management interviews as directed
- Undertake any other reasonable tasks as directed by the Headteachers
- Keep up to date with any changes in legislation and best practice

The post holder is required to contribute to and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices. The postholder is required to be aware of and comply with policies and procedures



relating to safeguarding; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post.

All Saints Catholic 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, EXPERIENCE & JOB KNOWLEDGE

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> GCSE pass grades (C/5 or above) in English and Maths and A-Level or equivalent level 3 qualification. Experience of working in an educational environment Line and performance management of a team Budget management Understanding of HR and recruitment processes 	<ul style="list-style-type: none"> Degree or related professional qualification in business, finance or HR Previous experience as a School Business Manager or similar An understanding of Multi Academy Trusts
Skills & Knowledge	<ul style="list-style-type: none"> Excellent ICT skills Exceptional proven organisational skills. Analytical and problem solving skills Experience of project management and delivery Good knowledge of H&S Legislation Ability to design and implement effective systems within work environments 	<ul style="list-style-type: none"> Working knowledge of industry standard design packages eg. Canva; Microsoft Office; Google Suite and common used social media channels
Safeguarding	<ul style="list-style-type: none"> Understanding of current statutory processes, procedures and associated documentation 	
Personal Qualities	<ul style="list-style-type: none"> Able to work under own initiative, to be able to work under pressure, prioritise and work flexibly to meet deadlines Approachable and flexible Resilient and able to meet demands of a challenging high pressured environment and deal with emergencies Attention to detail Demonstrate a commitment to upholding the distinctive Catholic Ethos of our Trust. Excellent communicator Access to own transport for work purposes 	



Last reviewed: June 2025