



Pix Brook Academy Application Pack

Resources Manager





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INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Ellen Daplyn

Vice Principal

edaplyn@bestacademies.org.uk

Tel: 01462 416243

Pix Brook Academy

Arlesey Road, Stotfold, Bedfordshire SG5 4HB www.pixbrookacademy.co.uk

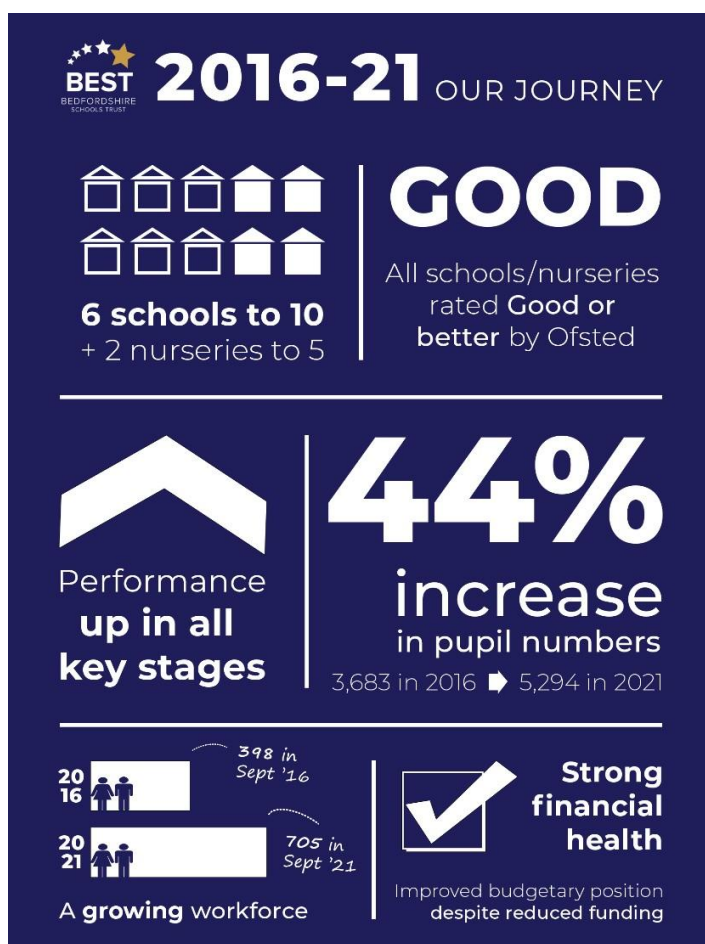


ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 10 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 5,000 children across the area, from nursery age to advanced level study, and have over 700 members of staff.



*This infographic charting the journey of our trust was originally created for our **5 Years of BEST** commemorative brochure which was produced in September 2021 – a digital version is available to read on our website*



It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The first five years of BEST have been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



ABOUT PIX BROOK ACADEMY

Welcome from the Principal

Thank you for your interest in the Resources Manager position at Pix Brook Academy.

Pix Brook Academy opened in September 2019 to its first group of Y5 pupils. Working from brand new facilities in the village of Stotfold, the school offers a fantastic opportunity for a colleague to join a school as it grows. This position would suit a candidate who has ample administration experience; someone who is self-motivated and proactive, and is ready for a new challenge in a highly supportive and forward-thinking school.

The school includes all the facilities and resources expected of a brand-new school and provides a genuinely outstanding teaching environment.

The school is part of the BEST multi academy trust which is based in Central Bedfordshire and includes a number of lower, middle and upper schools. The trust benefits from a strong relationship with a teaching school and is both well established and supported. The bespoke design of the building is intended to provide the ideal learning environment and suits both primary and secondary pupils.

The school received its first visit from OFSTED in January 2024. This rigorous process enabled the school to reflect on the huge developments undertaken since opening in 2019 and the judgement for overall effectiveness of Good with Outstanding judgements for Behaviour and attitudes and Leadership and management were welcomed.

Currently the school recruits from the lower schools in the surrounding area all of which are either OFSTED outstanding or good schools. Parents are highly supportive of the school and its ethos.



I am unapologetically ambitious for the people at the school, both staff, pupils and the school itself. I believe that we should be highly aspirational in our goals for ourselves and our pupils and that we have a responsibility to ensure we make a difference. If you feel the same then this is an unparalleled opportunity to make your mark on a school where the curriculum and pupil experience is limited only by your imagination. If you would welcome the opportunity to build your career within a new school, to join a team of committed, innovative and energetic staff who are determined to provide an outstanding pupil experience then I would be delighted to hear from you.

If you would like an opportunity to visit PBA please contact Stephanie Brooks:
stbrooks@bestacademies.org.uk

Charlotte Linehan

Pix Brook Academy Principal



Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

Membership of the Trust means that opportunities available to staff are varied and wide-ranging. The Trust includes good relationships with a Teaching School offering training and development opportunities for all staff. The growth and development of Pix Brook Academy ensures that there are also many opportunities for staff to rapidly progress their careers if they so wish.



We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop their career within the profession at Pix Brook Academy and beyond. In return for your commitment and hard work we offer:

- Fantastic learning environment in new facilities.
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning.
- Supportive, experienced team.
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression as the school grows.
- All teachers receive a new laptop.
- All classrooms have 21st century technology including Clevertouch interactive screens.
- Subsidised membership to the Pendleton Gym. (Two minutes from the school).



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 26th July 2026

Interview date: Wednesday 29th July 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title:	Resources Manager (reception, medical & reprographics)
Reports to:	Vice Principal
Hours:	7.45am – 3:15pm, term time only (including five INSET days)
Salary:	NJC Level 3C (points 6-9) Actual salary is £21,405 to £22,446 (FTE £25,989 – £27,254)

The successful candidate will support with the management of our Academy resources to ensure a number of our key areas operate smoothly and run efficiently. The Resources Manager will manage a range of online systems, such as BromCom and Inventory, ensuring that we have effective processes and our records are up to date and accurate.

KEY RESPONSIBILITIES:

Reception Manager

To oversee the needs of the Academy's Reception area, to include:

- To create a warm and welcoming atmosphere to all visiting stakeholders and provide appropriate support
- To provide clerical support to stakeholders who require the administrative tasks completed by the academy, i.e. VISA/Passport applications, reference requests
- To manage reception staff / support the reception apprentice to successful course completion
- To operate the Academy telephone system, forwarding calls as appropriate and taking messages as required
- To oversee on-call requests and track outcomes
- To take receipt of lost property, return where possible and oversee the lost property area
- To receive/sign for deliveries, update tracking document and arrange for appropriate portorage
- To distribute incoming post, and log/post all outgoing mail
- To assist with locating students when reported 'missing' from class
- To use BromCom effectively to support the running of the Academy and relevant administration
- To ensure compliance with and application of current legislation and school policies are maintained in reception and all relevant posters, insurance etc are up to date
- To manage the PBA Group mailbox, including the logging of all formal concerns and compliments and ensuring all emails are acknowledged within 48 hours
- To support with maintaining the centralised Academy calendar
- To oversee stationery orders
- To support with the organisation of school events, namely Open Evening and Parents' Evenings
- To manage late students, take mobile phone/check jewellery/uniform (8.30am onwards)



- To manage confiscated / prohibited items
- To support with hospitality including school tours, interviews and induction where required
- To manage External Car Park Users
- To provide administrative support for staff including typing/word processing, data entry, filing and photocopying as required.

Medical Manager:

To oversee the medical needs of the Academy, to include:

- To manage first aid & medical and complete all relevant performance documentation
- To have oversight / authorisation of Smart Log inputs
- To provide first aid assessment and treatment as necessary
- To analyse medical room trends/patterns for relevant stakeholders
- To have oversight of immunisations and other health related visits
- To oversee Care Plans/Asthma Care Plans electronically, ensuring that these are up to date
- To generate and prepare statistics and reports on medical provision for stakeholders
- To ensure all DFE policies relating to first aid are regularly monitored and all practices/policies are in place and up to date.

Reprographics Manager:

To oversee the reprographics needs of the Academy, to include:

- To ensure that printing, photocopying and resource production is organised and completed in a timely manner
- To work with the Data and Exams Team to print mock exam papers
- To save documents into the Reprographics master files for future reference
- To change toner for different school floors
- To organise old toners to be recycled
- To raise and resolve all contract issues with the external print provider.
- To organise, with the support of IT, any metering issues with the managed print service. • To liaise with IT and RICH OH to resolve operational issues, to include ensuring the reprographics equipment is serviced and repaired.
- To act as the main administrator for Papercut after new staff have commenced employment.
- To produce monthly reports to update Finance on printing expenditure
- To work with the school's business manager in ensuring best value-for-money in relation to external providers
- To be responsible for monitoring the Academy's Reprographics budget and purchasing stock in a timely manner in order to maintain stock levels.

Note:

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION:

Attributes	Essential	Desirable
Skills & Knowledge	Educated to GCSE level (or equivalent) with English and Maths at A*-C (9-4). Excellent communication and interpersonal skills, with the ability to engage with students, staff, and parents. Strong organisational skills and the ability to manage multiple tasks efficiently. Knowledge of software packages such as Microsoft Office Good standard of IT skills including word processing, spreadsheets, publishing, and data management Effective written and oral communication skills Excellent inter-personal skills with the ability to work collaboratively Ability to take on responsibility and work with autonomy within set boundaries. Good time management and prioritising skills plus the ability to complete task with a high degree of accuracy.	A Levels Relevant degree Experience using school systems such as BromCom and Inventory
Experience and personal qualities	Previous experience of working in a busy office environment. Experience in administrative tasks, including data entry. Understanding of confidentiality and data protection regulations. Ability to work as part of a team while also using initiative and working independently when needed.	Experience in a school setting

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance.

