

Behind the Scenes in UK Schools

There are over 130 different job roles in UK schools.

Some roles are behind the scenes staff who support the day to day management and running of the school. Many are key decision makers who can have a big influence over school spending decisions.

Take a look at the roles below to build a targeted mailing list for your marketing campaigns.

Admissions Officer

Coordinates new pupil admissions in accordance with the school admissions policy. Also handles enquiries from prospective pupils and their families, and manages pupil transfer procedures.

Attendance Officer

Works with key school staff, children and their families, to monitor attendance, promote high levels of attendance and reduce levels of absence.

Business Manager / Bursar / Finance Manager

Manages the budget and finances to make sure different school areas get the financial support they need. A key financial decision maker who works closely with the Head Teacher and has a good knowledge of everything that's happening in school.

Catering Manager

Responsible for providing nutritious, balanced meals for the children. This involves planning menus, ordering food, managing the catering budget, supervising catering staff, and complying with food hygiene and safety regulations.

Chair of Governors

Leads the team of Governors and plays a key role in challenging and supporting the Head Teacher and the overall success of the school.

Child Protection Officer / Safeguarding Officer

Responsible for making sure the school's safeguarding policy is followed. This includes recognising welfare issues, sharing information with staff and external services, working closely with families, and making sure all staff are fully trained.

Data Manager

Works closely with the Senior Leadership Team to analyse school and pupil attainment data in order to set targets and identify areas for interventions or improvements within the school.

Exams Officer

Plans, organises and supervises exams in line with examination regulations. This includes communicating with invigilators, teachers and students, coordinating exam timetables and the exams process, and analysing and reporting on exams data.

Governors

Volunteers who support the Head Teacher with the overall running of the school. They make sure the school is heading in the right direction. In some schools, their approval is needed for high spend items.

Head of Careers

Supports pupils to make the right decisions about their future study and career plans. This includes advising pupils about their options, coordinating careers events and information sessions, supporting with application and interview preparation, and promoting relevant opportunities to pupils.

Head Teacher's Assistant / P.A.

Provides administrative support to the Head Teacher. They are often the first point of contact for staff and other enquirers who wish to speak with the Head Teacher.

Health and Safety Manager

Responsible for the health, safety and security of the staff and pupils. This includes managing health and safety resources and procedures, training other staff, and identifying and resolving risks.

IT Manager and Network Technician

Provides technical support to both staff and pupils, as well as maintaining the networks and software, ensuring internet safety and providing training for staff and pupils.

Marketing Manager

Promotes the school's image and values in the local area, works with the local press, aims to increase the number of prospective families for the school, and evaluates education data.

Office Manager and School Secretary

Works closely with the Business Manager and Head Teacher's Assistant to provide administrative support for the school and pupils.

Parent-Teacher Associaton (PTA)

A group made up of parents and teachers to encourage strong links between school and home. Most schools have an active PTA which is often involved in school social and fundraising events.

School Librarian

Responsible for the day-to-day running of the school's library or resource centre. They source, organise and maintain appropriate resources to support the pupils' learning.

School Trips Coordinator

Responsible for researching, coordinating and completing risk assessments for school trips. They work closely with other teachers, as well as the Business Manager, the Health and Safety Manager and administrative staff.

Site Manager

Responsible for the overall maintenance of the school, including cleaning and caretaking, maintenance and repairs, upkeep of the school grounds and security. Often the head of a larger team, they can be great influencers when it comes to school spending.

Special Needs Coordinator (SENCO)

Works closely with teachers and parents to make sure pupils with special educational needs get the support they need. Their budget is determined by the number of pupils, and their specific needs.

Teacher Training and Staff Development Coordinator

Responsible for planning and overseeing training and staff development. They plan and run INSET days, work with individual teachers and staff to identify development areas, and support NQTs with their ongoing learning.

Outdoor Education Leader

Encourages pupils to get involved in physical exercise and outdoor activities. Also helps enhance personal and social development as part of an exciting outdoor education curriculum.

If you need any help choosing your targets, please just get in touch.
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