Behind the scenes in UK schools

There are over 120 different job roles in UK schools, and they’re not all teachers! Some of the behind the scenes staff are key decision makers and can have a big influence over school spending decisions - they could be the ideal target for your marketing campaigns.

Admissions Officer
Coordinates new admissions in accordance with the school admissions policy. Also teaches parents how to pre-purchase pupils and their teachers' staff work and trainee teachers' transfers.

Attention Officer
Works closely with the School staff to ensure pupil attendance data is accurate and identifies areas for intervention or improvements within the 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 maintaining and improving school areas with regard to hygiene and safety regulations.

Chair of Governors
Leads the team of Governors and ensures that they are challenging and supporting the Head Teacher and the overall success of the school.

Data Manager
Works closely with the Senior Leadership of the school to ensure data and compliance with education and safeguarding legislation, and identifies areas for improvement or change within the school.

Dunmore Officer
Plans, organises and supervises exams for all external examination boards. This includes communicating with invigilators, teachers and students, registering exams for the first time, ensuring exam timetables and mark schemes are accurate and monitoring and reporting on exam data.

Director of Services
Works closely with the Senior Leadership of the school to ensure service provision to pupils and their specific needs. Their budget is determined by the number of pupils with special educational needs get the support they need. A key role is to ensure that pupils with special educational needs get the support they need.

Governors
Volunteers who support the Head Teacher with the smooth running of the school. They make sure the school is heading in the right direction. In some schools, governors are elected by high school boards.

Health and Safety Manager
Responsible for the health, safety, and welfare of staff and pupils. This includes managing health and safety policies and procedures, training other staff, and providing an up-to-date risk assessment.

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 Association (PTA)
A group made up of parents and teachers that bridges the gap between school and home. Their work is to organise social and fundraising events.

School Librarian
Responsibility for the running of the school’s library and information systems. They source, organise and maintain appropriate learning resources to support the pupils’ learning.

School Principal
Responsible for the overall management of the school, including the setting of the school’s purpose, mission and values. They decide on the size of the school, the number of pupils, and the curriculum offered. The school's future is determined by the number of pupils, and the school's performance.

Site Manager
Responsible for ensuring the maintenance of the school, including the building and its contents, and makes sure the school is safe and secure. After the Head of the school, Site Manager is the second-biggest role in determining influence, which is seen in school spending.

Special Needs Coordinator (SENCO)
Works closely with teachers and parents to evaluate pupils with special educational needs and get the necessary support. The SENCO is determined by the number of pupils, and their special needs.

Site Coordinator
Responsible for the planning and construction of new schools and school developments. They plan and coordinate the site selection process, working closely with teachers and staff to identify developments that meet the needs of high school students.

Teacher Training and Staff Development Coordinator
Responsible for the training and development of all school staff. They ensure that teachers and staff are up-to-date with the latest educational developments and that their training and development needs are met.

Marketing Manager
Provides technical support to all staff and pupils, and ensures that the school’s image is promoted through marketing and public relations activities.

Office Manager
Provides administrative support to staff and pupils, and ensures that the school’s administrative procedures are followed. This includes managing education and safeguarding legislation, and identifying areas for improvement or change within the school.

Parent/Teacher Association (PTA)
A group made up of parents and teachers that bridges the gap between school and home. Their work is to organise social and fundraising events.

Staff Development Officer
Works closely with teachers and staff to identify development areas, and support them with their ongoing learning.

Volunteers who support the Head Teacher with the smooth running of the school. They make sure the school is heading in the right direction. In some schools, governors are elected by high school boards.

Coordinating new admissions, budgeting, and training for staff.

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 maintaining and improving school areas with regard to hygiene and safety regulations.

Senior Leadership of the school
Works closely with the Drivers of the school to ensure data and compliance with education and safeguarding legislation, and identifies areas for improvement or change within the school.

Marketing Manager
Provides technical support to all staff and pupils, and ensures that the school’s image is promoted through marketing and public relations activities.

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