

Lionel Walden Primary School



Person Specification: Finance and HR Manager

Qualifications

Essential

- Good standard of education, including English and Maths
- Relevant experience in finance, HR, or school administration

Desirable

- Finance, HR, or School Business qualification
 - Safeguarding or payroll training
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Experience

Essential

- Experience managing budgets and financial records
- Experience with HR administration (contracts, recruitment, personnel files)
- Experience using finance and payroll systems
- Ability to work independently and manage own workload

Desirable

- Experience working in a school or similar setting
 - Experience supporting audits or financial returns
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Skills & Knowledge

Essential

- Good financial and organisational skills
- Confident using IT systems, including spreadsheets
- Accurate, methodical, and well organised
- Able to communicate clearly with staff and external providers
- Able to handle confidential information appropriately

Desirable

- Knowledge of school funding or local authority procedures
 - Basic understanding of employment law and pensions
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Personal Qualities

Essential

- Reliable, flexible and approachable
 - Calm under pressure whilst maintaining a positive attitude
 - Works well as part of a small team
 - Committed to supporting the ethos of the school
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Safeguarding

Essential

- Commitment to safeguarding and promoting the welfare of children
- Willingness to undertake an Enhanced DBS check