

# 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