



Person Specification for Finance and HR Manager

Education and Qualification		Essential	Desirable	Assessment
	Good educational background with GCSE or equivalent in English Language and maths	✓		A
	NVQ Level 4 (or equivalent) in Business Administration, Finance, HR or related field		✓	A
	Safeguarding training (or willingness to undertake)	✓		A
Experience		Essential	Desirable	Assessment
	Experience of working with external agencies and businesses (e.g. LA, payroll providers)		✓	A/I
	Experience of working in a financial/administrative role	✓		A/I
	Experience working within education		✓	A/I
	Experience of HR processes including recruitment, absence management and personnel records	✓		A/I
	Experience of managing financial systems, including budgeting and monitoring expenditure	✓		A/I
Knowledge and understanding		Essential	Desirable	Assessment
	Excellent IT skills including knowledge of Microsoft Office, Word, Excel	✓		A/I
	Sound financial expertise to ensure compliance, when operating day to day financial procedures	✓		A
	Understanding of Absence recording and management	✓		A/I
	A good knowledge of recruitment process	✓		A/I
	Understanding of safer recruitment practices		✓	I
	Understanding of local banking and reconciliation	✓		I
	Awareness of contracts and compliance checks related to building maintenance in a school		✓	A/I
	Familiarity with school MIS and finance systems (Arbor, BPS, RM etc)		✓	A/I
	Knowledge of GDPR requirements	✓		A/I
Skills and abilities		Essential	Desirable	Assessment
	Skilled at making and sustaining positive relationships with staff and stakeholders	✓		I
	Strong organisational skills with the ability to prioritise workload effectively	✓		I
	High level of accuracy and attention to detail	✓		I
	Excellent ICT skills including Excel, Word and finance systems	✓		A/I
	Confident communicator with the ability to liaise with staff, governors and external agencies and businesses	✓		I
	Ability to manage confidential and sensitive information appropriately	✓		I
	Ability to work independently and as part of a team	✓		I
	Problem-solving and decision-making skills	✓		I

Personal Qualities		Essential	Desirable	Assessment
	Calm and adaptable in a busy infant school environment	✓		
	Positive, enthusiastic and flexible approach towards work	✓		
	Ability to act on own initiative	✓		
	Strong interpersonal skills, building positive relationships with staff and	✓		
	Ability to work as part of a team effectively as well as independence within the role	✓		
	Commitment to the school's values, ethos and inclusive practice	✓		
	Able to converse at ease in accurate spoken English	✓		
Child Protection		Essential	Desirable	Assessment
	Support the school policies on safeguarding and child protection.	✓		A/I

Assessment Key: A = Application Form / I = Interview