



Queen's Drive Infant School



Queen's Drive West
Peterborough
PE1 2UU

Tel: 01733 343914

Headteacher: Mrs. Sarah Skinner

Queen's Drive Infant School is a friendly multicultural inner-city school, committed to putting children first.

Finance & HR Manager – Grade 7

25 hours per week – term time plus 5 days (195 days per year)

Monday to Friday 9.30 to 2.30

Start date: September 2026

Salary pro-rata £16,546.95 - £18,550.66
(£28,598 - £32,601 FTE Grade 7 points 12-19)

Closing date for applications: 6th July 2026

We are seeking to appoint an organised and professional School Finance/HR Manager to join our friendly and hardworking team. Are you ready to join us?

This is a key role within the school, responsible for leading finance administration and HR processes, ensuring the smooth and efficient running of these services across the school.

The successful candidate will:

- Have previous experience of working within a school or similar office environment
- Have strong finance and budget management skills
- Be confident managing HR administration processes including recruitment, contracts, absence monitoring and personnel records
- Possess excellent organisational and communication skills
- Be able to work independently whilst also contributing positively to the wider school team
- Have experience of using school management systems and financial software (e.g. Arbor/FMS) desirable

Duties will include:

- Managing school finances including orders, invoices, reconciliations and budget monitoring
- Supporting the Headteacher and Governors with financial reporting
- Managing payroll liaison and personnel administration
- Maintaining confidential staff records and HR documentation
- Booking and keeping records of building maintenance and servicing, ensuring compliance
- Overseeing GDPR

We can offer you:

Friendly, supportive colleagues

Support and training to help you settle in plus ongoing CPD to help you develop in the role

Free eye test, parking and refreshments

Wellbeing opportunities throughout the year

Why not come and visit us to find out more? Please call or email us on office@queensdrive.peterborough.sch.uk.

Please visit our website [Recruitment | QUEEN'S DRIVE INFANT](#) to download an application pack. Please email completed applications along with a covering letter to finance@queensdrive.peterborough.sch.uk
(we cannot accept CV's)

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.