

THE GRANGE SCHOOL



HR and Finance Manager Job Description



The Grange School



JOB DESCRIPTION

POST:	HR and Finance Manager
RESPONSIBLE TO:	Business Manager
HOURS OF WORK:	37 hours per week, 52 weeks per year
PAY RANGE:	Range 8 FTE £47,837 to £52,869 depending on experience.

Purpose of the Role:

To manage and continuously improve the school's HR and financial systems, ensuring compliance, efficiency, and strategic alignment with school priorities. To provide accurate, timely, and insightful financial and workforce information to support senior leadership decision-making. To manage key operational staff and contribute to the effective leadership of business services within the school.

This role is based in a large, complex secondary school environment, requiring the ability to manage competing priorities across HR and Finance functions in a fast-paced setting.

Reporting Relationships:

Reports to: Business Manager

Line Manages: Deputy Finance Manager, HR & Finance Assistant and Reprographics Technician

Key Responsibilities:

Human Resources Management:

- To be help manage and co-ordinate the administration for recruitment of all staff in conjunction with the Headteacher's PA.
- To be responsible for all administration associated with the appointment, allocation and resignation of staff including pre-employment checks, payroll documentation, contracts and DBS checks.
- To be responsible for general personnel matters and queries arising.
- To participate in the performance and development review process and keep secure and confidential records of all non-teaching staff appraisals.
- To maintain confidential staff records.

- To maintain the single central register so that it conforms to safeguarding standards as laid down by the KCSIE and Ofsted.
- To manage the staff absence procedure in conjunction with the HR & Finance Assistant.

Finance and Business:

- To monitor and manage effectively all accounting procedures and resolve problems, including: the ordering, processing and payment of goods and services provided to the school.
- To ensure that correct and robust financial controls and procedures are in place.
- Manage the operation of all bank accounts, ensuring that full reconciliation is undertaken once per month.
- To support the Business Manager in producing annual budgets and financial forecasts for the Headteacher and Governing Board.
- To be responsible for liaising with the school's payroll provider (Buckinghamshire LA) for the provision of a comprehensive payroll service for all school staff. To ensure that all payroll data is accurate and submitted on a timely basis including overtime payments.
- Support the HR and Finance Assistant in ensuring that the assets register is updated regularly.
- Reporting immediately any exceptional perceived financial problems to the Business Manager.

General responsibilities common to all staff:

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, and Health and Safety.
- Support and contribute to the school's responsibility for safeguarding students.
- To participate in the school's performance management process.
- To undertake training and development relevant to the post.
- Adhere to policies and procedures as set out in the Governing Board's Regulations, Staff Handbook, and as otherwise notified from time to time.
- Ensure continuous professional development by attending relevant training and conferences