



THE GRANGE SCHOOL

HR AND FINANCE MANAGER - PERSON SPECIFICATION

The successful applicant must be able to demonstrate the following criteria:

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
GCSEs (or equivalent) in English and Mathematics (Grade C/4 or above)	✓	
Relevant professional experience in HR and/or finance	✓	
Experience		
Experience of working in a school or educational setting	✓	
Experience of administering HR processes across the employee lifecycle	✓	
Experience of financial administration including budgeting support and reconciliation	✓	
Experience of managing or supervising staff	✓	
Experience in a secondary maintained chequebook school		✓
Experience of using a school MIS system (e.g. Bromcom, SIMS, Arbor)		✓
Experience of supporting senior leaders with reporting		✓
Knowledge		
Understanding of safer recruitment practices and safeguarding requirements	✓	
Extensive knowledge of financial procedures and controls	✓	
Understanding of GDPR and confidentiality	✓	
Awareness of employment processes and HR practice	✓	
Understanding of public sector or education funding		✓
Knowledge of employment law		✓

Skills		
Strong organisational and time management skills	✓	
High attention to detail	✓	
Ability to handle confidential information	✓	
Strong IT skills	✓	
Ability to analyse HR and financial data	✓	
Excellent communication skills	✓	
Ability to work independently and in a team	✓	
Problem-solving ability	✓	
Personal Qualities		
Professional and reliable	✓	
Committed to safeguarding	✓	
Flexible and adaptable	✓	
Proactive attitude	✓	
Ability to remain calm under pressure	✓	
Other		
Commitment to the safeguarding of staff and students.	✓	
Desire to proactively seek out and undertake relevant training and development	✓	
Has the highest expectations of their own work and that of others.	✓	