Send Church of England Primary School

Send Barns Lane, Send, Woking, GU23 7BS Tel: 01483 223464
Headteacher: Mrs Marianne McDonnell

School Finance & Resources Manager

Salary: Surrey S8 Pay Scale (Pro-rata)
Actual Salary: £17,644.63 - £19,605.15 per year
Hours: 18–20 hours per week (Flexible across 3 or 4 days)
Contract: 42 weeks per year (Term time plus additional days to be agreed with the Headteacher)
Start Date: January 2027 (or later by negotiation)

About Send CofE Primary School

Send CofE Primary School is a warm and welcoming two-form primary situated in the picturesque village of Send. As a 'Good' (Ofsted '24) school, we are deeply committed to fostering a safe and joyful environment where children love learning and thrive. Our recent inspection highlighted that *"pupils are happy and behave well"* and *"leaders are ambitious for all pupils."*

Embodying Christian values of compassion, respect, and service, we are a truly collaborative, dynamic, and child-centered setting where our children really are at the heart of everything we do.

The Opportunity

We have an exciting opportunity to join our administration and leadership support team in a brand-new role as Finance & Resources Manager. Because this is a newly created position, we have unique flexibility to shape certain aspects of the role around the successful candidate's specific strengths and experience.

Whether you are looking to balance work with other commitments or structure your week efficiently, we offer a highly flexible 18–20 hour working pattern spread across 3 or 4 days.

The Role

The Finance & Resources Manager ensures strong, accurate, and compliant financial management while overseeing health & safety routines, premises logistics, contractor management, and resource allocation across the school. You will oversee day-to-day finance operations, monitor budgets, and support senior leaders and governors with timely insight and forecast. Additionally, you will play a key role in maintaining site compliance, managing supplier contracts, and ensuring efficient resource management across the school estate.

What We Are Looking For

The ideal applicant will:

- Have significant experience in financial management, budget tracking, or resource/facilities coordination. Previous experience in an educational setting is desirable but not essential.
- Hold a relevant professional business management, finance, or facilities qualification (e.g., NVQ Level 4, CIMA, ACCA, AAT, IOSH) or be demonstrably qualified by experience.

- Possess sound working knowledge of financial controls, procurement guidelines, and basic health & safety compliance.
- Have excellent IT skills (Excel/Google Workspace) and experience using finance and management reporting tools.
- Possess excellent communication, organisational, and negotiation skills with an ability to build positive relationships with contractors, staff, and our wider school community.

What We Can Offer You

- A friendly, motivated, and supportive office and school team.
- Happy, enthusiastic, well-behaved children who love learning.
- A family-friendly school environment supporting a healthy work-life balance.
- Continuous professional development alongside comprehensive induction and support.
- The chance to truly make a new role your own and define financial and operational processes from the ground up.

How to Apply & Visit

We strongly encourage you to come and visit our school to see us at work. Please contact the school office to arrange a visit or for an informal discussion with our Headteacher, Mrs. Marianne McDonnell. Contact the school office to arrange an appointment on 01483 223464 or email info@sendcofe.co.uk

Closing Date: Monday 23rd November at 9am
Interviews: Tuesday 1st December

References may be requested on receipt of your application; please state if you wish this to be delayed until shortlisting/interviews have taken place.

Send CofE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check and satisfactory references will be required for the successful candidate.

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School Finance & Resources Manager
Job Description & Person Specification

Job Title: Finance & Resources Manager
Grade / Scale: Surrey Pay Band S8 (Pro-rata)
Reports To: Headteacher

Purpose of the Role

To manage the school's financial systems, premises, health & safety administration, and resource allocation in compliance with statutory regulations, local authority guidelines, and school policies. Working as a functional specialist within the school office team, the postholder ensures sound budget management, robust internal financial controls, effective contractor oversight, and high standards of site safety to support the smooth operation of the school.

Key Responsibilities & Accountabilities

1. Financial Management & Systems Control

- Oversee, develop, and implement school financial procedures and systems in accordance with the Surrey Scheme for Financing Schools and the school Finance Policy.
- Manage day-to-day accounting transactions, including requisitions, purchase orders, invoice processing, BACS/cheque payments, and banking reconciliations.
- Maintain separation of duties across financial tasks and ensure strict adherence to expenditure and purchasing card limits.
- Manage financial support systems and business processes to secure cost-effective services and continuous improvement.

2. Budget Planning, Monitoring & Reporting

- Collaborate with the Headteacher to prepare the 3-year budget forecast aligned with the School Improvement Plan.
- Perform financial analysis on income, expenditure, and trends to inform strategic decision-making.
- Prepare monthly Financial Monitoring Reports (FMRs), undertake variance analysis, and recommend remedial actions for over/under-spends.
- Process budget virements (up to delegated limits) and prepare statutory/annual financial returns required by the Governing Body and Local Authority.

3. Health, Safety & Premises Compliance

- Serve as the administrative lead for Health & Safety compliance, ensuring statutory logs, fire safety checks, and risk assessments are systematically maintained.
- Oversee site maintenance, building works, and minor capital projects in coordination with the Headteacher, Caretaker/Premises staff, and local authority facilities teams.
- Administer premises lettings in accordance with the Governing Body's Lettings Policy, ensuring appropriate charges, room agreements, and risk management.

4. Procurement & Contractor Management

- Lead procurement activities across the school, obtaining competitive oral/written quotations and evaluating tenders in line with local authority thresholds.
- Manage external service level agreements (SLAs), trade contractors, and supplier contracts to ensure contractual compliance and best value.
- Ensure all site contractors comply with school health, safety, safeguarding, and site induction protocols prior to commencing work.

5. Asset Management & Governance

- Maintain the official inventory of non-capital moveable assets and conduct annual physical checks with the Headteacher.
- Administer the school's Risk Protection Arrangements (RPA) insurance coverage, notifying insurers of changes in risk and processing claims.
- Support the Governing Body's Finance Committee with accurate management information, benchmarking data, and audit documentation.
- Assist in preparing for internal/external audits and maintaining compliance with the Schools Financial Value Standard (SFVS).

6. General & Corporate Responsibilities

- Supervise, guide, and support less experienced administrative colleagues where required.
- Uphold school values, equality and diversity policies, health and safety regulations, and safeguarding commitments at all times.

Person Specification

Criteria	Essential	Desirable	Assessment Method
Qualifications	• Educated to 'A' Level standard or equivalent evidence of ability. • Professional qualification in business, finance, or facilities management (e.g., NVQ Level 4, CIMA, ACCA, AAT, IOSH) or demonstrably qualified by significant experience.	• Relevant degree in business, finance, or resource management. • CSBM / DSBM qualification.	Application / Certificates
Experience	• Significant experience working in a finance or resources management role. • Practical experience in budget monitoring, financial reporting, and accounting systems.	• Practical experience of financial management within an educational setting. • Experience with contract negotiations and managing capital/premises budgets. • Experience managing contractors, procurement, or facilities/H&S administration.	Application / Interview
Knowledge	• Sound working knowledge of financial regulations, internal controls, and procurement principles. • Working knowledge of health & safety compliance, risk assessments, and contractor management procedures.	• Knowledge of Surrey County Council financial systems (FMS) or school finance software.	Interview / Task

Skills & Abilities	• High-level organisational, administrative, and analytical skills. • Excellent IT skills including Microsoft Excel / Google Workspace. • Excellent communication, negotiation, and interpersonal skills. • Ability to prioritise work activities, adapt to changing demands, and manage projects through to completion.	• Ability to guide and support administrative team members.	Application / Interview
Personal Attributes	• High standards of integrity, discretion, and financial oversight. • Proactive approach to continuous process improvement and obtaining value for money. • Commitment to safeguarding, child welfare, and upholding Christian values.	• Confident problem-solver with a practical, solution-focused attitude.	Interview / References