



HOLME GRANGE SCHOOL

Heathlands Road, Wokingham, Berkshire, RG40 3AL
Tel: 0118 978 1566 e-mail: hr@holmegrange.org

Required for September 2026

Finance Manager

Part Time 0.8 FTE/30 Hours per Week

£40,000–£45,000 FTE (£32,000–£36,000 actual salary based on 0.8 FTE)

Holme Grange School is an independent, co-educational school for pupils aged 9 months to 16 years. We are committed to providing a nurturing, inclusive learning environment in which all pupils can thrive academically, socially and emotionally. Our parents describe the school as caring, friendly, and welcoming. They particularly value our strong pastoral support and close-knit sense of community; qualities that truly set Holme Grange apart. Every pupil is known and valued as an individual and our strong academic and pastoral provision ensures they receive the personalised care and attention needed to thrive both academically and personally. The aim is for every pupil with us to experience a happy and fulfilling school life and to become a confident, articulate young individual, able to take their place as a responsible member of society.

We are seeking an experienced and proactive Finance Manager to lead the day-to-day financial operations of the School. Reporting to the Bursar, the successful candidate will play a key role in ensuring the financial sustainability of the School by delivering accurate financial reporting, effective budget management and robust financial controls.

This is an exciting opportunity for a finance professional who enjoys working collaboratively and making a tangible impact within a dynamic educational environment.

Professional development opportunities are available and encouraged. Among other benefits we offer competitive salaries and a contributory pension scheme; free lunch and refreshments during term time; an Employee Assistance Programme, wellbeing sessions and personal coaching; staff discount scheme; and fee reductions for eligible children attending Holme Grange.

Holme Grange is committed to safeguarding and promoting the welfare of children. Applicants for all jobs will undergo appropriate child-protection screening including checks with past employers and the Disclosure and Barring Service (DBS) check to enhanced level. A Prohibition Check is also carried out. Holme Grange School is an equal opportunities employer.

Full details and application form available at www.holmegrange.org or by telephoning 0118 978 1566.

Applications will only be accepted by completion of an application form which should be submitted with a covering letter to the Bursar, Mrs Katie Chorley.

Closing date for applications: until the position is filled

Interviews: as soon as possible

**Early applications are strongly encouraged. We reserve the right to close this vacancy promptly if we receive sufficient applications for the role.*