



Harrington Hill Primary School

Senior Administration & Finance Officer

(Full-time 1 year fixed term)

Harrington Hill is looking to recruit a self-motivated, approachable and organised individual to be part of our administration team as a Senior Administration & Finance Officer.

The successful applicant will be responsible for undertaking the administration of financial systems; including payroll and BACs runs, monitoring and managing cost centres within an agreed budget, cataloguing resources and undertaking audits as required, be the school's main data protection officer and undertake any essential training, assist with the marketing and promotion of the school and manage administration of facilities including use of school premises.

The successful candidate will:

- have administration and financial experience, preferably in a school or educational setting
- have excellent IT skills including Microsoft Office
- work efficiently to tight deadlines
- have excellent literacy and numeracy skills
- be an effective communicator who is able to lead, multi-task and work as part of a team
- be prepared to play a full and active part in the life of the school

In return, we can offer:

- wonderful children who strive to achieve their best
- a hardworking, motivated and welcoming team
- a professional and supportive work environment

Hours: Full time 32.5 hours per week Monday – Friday (30 min unpaid lunch break)

Salary: Scale S02 FTE £35,298 - £36,579

TTO (Term Time Only) £27,496 –£28,494

Please note that CVs alone will not be accepted.

About us

Harrington Hill is located in Hackney, East London. We work in partnership with another school, Sir Thomas Abney and believe our schools can gain many benefits from working collaboratively and achieve more by working together.

We are committed to providing an excellent standard of education for all of our children. Teachers, support staff and governors bring a wealth of experience to both schools and we are looking for new members of staff with the drive and energy to make a positive difference to the lives of our children and the community we serve.

Visits are warmly welcomed and encouraged. Please visit our school website to download and view our application pack. Please contact Mrs Alex De Dominicis adedominicis@harringtonhill.hackney.sch.uk to arrange an informal discussion or to arrange a visit to Harrington Hill.

Start date: November 2022

Closing date: Friday 30th September 2022

Interviews: week commencing Monday 3rd October 2022

Successful applicants will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.