



Holy Trinity CofE Primary School

Finance & Administration Manager

Holy Trinity CE Primary School and Preschool is seeking to appoint a highly organised, proactive and approachable Finance & Administration Manager to play a central role in the smooth and effective running of the school.

This is an exciting opportunity for an experienced professional to lead the school's finance and administration function and oversee key support services including premises, HR administration, data systems, lettings and catering. Working closely with the Headteacher and Federation Finance & Business Director, the successful candidate will help ensure that the school's systems, resources and support services are efficient, compliant and well managed, enabling teaching staff to focus on delivering high-quality education and ensuring pupils are supported in a safe, well-organised learning environment.

The successful candidate will:

- have substantial finance and administration experience, ideally within a school, education or public sector environment
- have strong experience of budget monitoring, financial reporting and the effective management of administrative systems
- be able to lead support services across finance, administration, premises, HR administration, catering and lettings
- have strong IT skills and confidence using digital systems and databases; knowledge of school systems such as Arbor or Bromcom would be advantageous
- be able to manage competing priorities, work accurately to tight deadlines and maintain high standards of organisation
- be an effective communicator who can build positive working relationships with staff, parents, contractors and external agencies
- be committed to safeguarding, compliance, professionalism and continuous improvement
- be willing to play a full and active part in the life of the school.

In return, we can offer:

- *a supportive and caring senior leadership team*
- *a hardworking, committed and collaborative staff team*
- *the opportunity to work within a successful and ambitious federation of seven schools*
- *a professional environment with high aspirations for pupils and staff, where innovation and excellence are valued.*

About us

Holy Trinity Primary School is a one-form entry primary school with preschool, located in Dalston, Hackney. We are proud of our strong Christian ethos and our commitment to ensuring every child is Empowered, Inspired and Prepared. The school is part of the Primary Advantage Federation, a group of seven Hackney schools that work collaboratively to improve provision, share expertise and secure the best outcomes for children and families.

Visits are warmly welcomed and encouraged. Please contact our finance manager, Manpreet Bajwa, at recruitment@holytrinity.hackney.sch.uk to book a visit.

The health, safety and wellbeing of every child is our top priority. We recognise our responsibility to safeguard the welfare of our children and we expect all staff, governors and volunteers to share this commitment to safeguarding our pupils. Primary Advantage strives to be a diverse and inclusive community, a place where we can ALL be ourselves without prejudice or bias. We welcome applicants from all cultures and backgrounds. We are a federation made up from all cultures and backgrounds and continue to positively advocate for this.

Hours: 40 hours per week - term time + 3 weeks to be worked 1 week in easter and 2 in summer

Scale: P03 Point 34-36

Actual Salary - Term Time + 3 weeks (£51,044-£53,197)

Closing date: Wednesday 16th September 2026 at 9:00am

Interviews: Monday 21st September 2026

Start date: October 2026

Primary Advantage is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Shortlisted candidates will be subject to an online search in line with KCSIE, and the successful candidate will be required to complete an enhanced DBS check. All qualifications, references and right-to-work documentation will be verified.

Primary Advantage Federation – Schools Achieving More Together

St John & St James, Holy Trinity, St John the Baptist, St Matthias CE Primary, Springfield, Morningside and Gainsborough Primary Schools.