



Holy Trinity CofE Primary School

Finance & Administration Manager



To start January 2025

Holy Trinity Church of England Primary School is looking for a self motivated, approachable manager with excellent organisational skills to lead the administration of the school. The main duty of this role is the management and monitoring of the school's budgetary and financial systems. The successful candidate will also be responsible for personnel management and the maintenance and development of the school's buildings and premises.

The successful candidate will:

- *have considerable finance and administration experience, preferably in a school or education context;*
- *have knowledge of school's systems, knowledge of Arbor and Bromcom is advantageous;*
- *have excellent IT skills including Google Office, Mail, Docs;*
- *work efficiently to tight deadlines and have excellent literacy and numeracy skills;*
- *be an effective communicator who is able to lead, multi-task and work as part of team;*
- *be prepared to play a full and active part in the life of the school.*

In return, we can offer:

- *wonderful and keen children;*
- *a hardworking, motivated and caring team;*
- *a professional and supportive work environment.*

Hours: 36 hours per week - Term Time + 3 weeks

Scale: P03 Point 34-36 (£47,628-£49,638) Full Time Equivalent
Actual Salary - Term Time + 3 weeks (£44,633-£46,517) Pro rata

About us

Holy Trinity Primary School is a one-form entry Primary School with a Preschool located in Hackney. We are part of a Federation of seven schools called Primary Advantage. We believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

Visits are warmly welcomed and encouraged. Please contact our finance manager, Camilla Addison, at recruitment@holytrinity.hackney.sch.uk to book a visit or request an application pack.

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 as we are a Federation made up from all cultures and backgrounds and continues to positively advocate for this.

Start date: January 2025
Closing date: Monday 6th January 2025 at 9am
Interviews: Wednesday 8th January 2025

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.