



Application Pack

Holy Trinity Finance and Administration Manager



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Primary Advantage is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation or age.



Dear Applicant,

Thank you for your interest in applying for the position of Finance and Administration Manager within the Primary Advantage Federation. We hope this pack supports you in finding out a little bit more about our school and Federation. The pack also includes information about the application process and the job description.

Primary Advantage is a federation of seven schools within Hackney. We have four Church of England schools and three Community schools.

Holy Trinity is a maintained school located in Dalston, a short walk from Dalston Junction in the heart of a diverse, vibrant and exciting community. Our children come from truly diverse backgrounds and speak many different languages. We are a Church of England school and pride ourselves on our strong Christian ethos. We are one of seven schools within the Primary Advantage Federation. The federation has allowed us to grow as a school but still maintain our distinct and unique identity. Our Local Advisory Board (LAB) ensures that Holy Trinity makes decisions that are best for the school and its community.

We are looking for a self motivated, approachable manager with excellent organisational skills to lead the administration of the school. Our schools are exciting places to work and have high aspirations for pupils and staff and promote innovation and excellence.


The Finance and Administration Manager will work at Holy Trinity Primary School, supporting the school's needs and working in collaboration with the central federation team. You will be responsible for undertaking administrative, financial and organisational processes within the school, leading the school admin, premises and catering team.

More information about Holy Trinity Primary School can be found on the school website. If you have any questions about the application process please contact Edna Lebbie on 02072541010. Please send completed application forms to recruitment@holytrinity.hackney.sch.uk

We look forward to hearing from you.

Rebecca Mackenzie

Interim Headteacher



Application Process

Salary: P03 Point 34-36 (£47,628-£49,638) Full Time Equivalent Salary

Term Time + 3 weeks (£44,633-£46,517) Pro rata / Actual Salary

Application Closing Date: Monday 10th February 2025 at 9am

Interview Date: Wednesday 12th February 2025

1. Please read the application pack carefully. This pack contains the personal specifications we are looking for, alongside the expected duties.
2. Complete the enclosed application form; CVs will not be accepted. Applicants are required to complete a supporting statement. Without these documents, we may be unable to process your application.
3. Please make sure you address the criteria outlined in the job description when writing your personal supporting statement.
4. Should you have any queries about the application process or would like to visit the school please contact Edna Lebbie on 02072541010.
5. Completed applications should be sent by email to recruitment@holytrinity.hackney.sch.uk
6. Candidates are advised that when completing the references section on the application form to please ensure that your first referee is your current or most recent employer.

SHORTLISTING

Once we have received your application it will be acknowledged via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

As part of the federation's compliance with KCSIE, shortlisted candidates will be asked to provide their social media handles for an online search to be carried out prior to interview.

Shortlisted candidates will be asked to complete tasks and a formal interview.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

SUCCESSFUL CANDIDATES

Successful candidates 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. All qualifications and references will be verified.

Our Schools

We would encourage you to visit our websites to find out about individual schools, our teaching schools and the federation. The schools are well positioned in Hackney with access to a range of facilities and good transport links.



St John and St James is a one-form entry Church of England Primary School based in Hackney Central. The school is overseen by the Head of School Grace Gladstone. Our school's motto is to "**Learn together, journey together, pray together.**" For more information about our school, please visit our website: www.johnjames.hackney.sch.uk

Holy Trinity is a building two-form entry Church of England Primary School located in Dalston. The Interim Headteacher is Rebecca Mackenzie. Our school motto is "**Every child: Empowered. Inspired. Prepared.**" For more information about our school, please visit our website: www.holytrinity.hackney.sch.uk/



Springfield is a one-form entry Community Primary School located close to the borders of Hackney and Haringey. The Headteacher is Anna Case. "**Learn together, grow together**" is our school motto and is expressed in every aspect of our work. For more information about our school, please visit our website: www.springfield.hackney.sch.uk/

St Matthias is a one-and-a-half-form entry Church of England Primary School located in Stoke Newington. The Headteacher is Lucy Blewett. Our school motto is "**Dream-Believe-Achieve.**" For more information about our school, please visit our website: www.st-matthias.hackney.sch.uk/



ST JOHN THE BAPTIST
CHURCH OF ENGLAND SCHOOL

St John the Baptist is a two-form entry Church of England Primary School located in Hoxton. The Headteacher is Toni Mason. Our school motto is "**We Achieve We Believe**". For more information about our school, please visit our website: www.st-john.hackney.sch.uk/

Morningside is a two-form entry Community Primary School located in Hackney Central. The Headteacher is Jo Smith. Our School motto is "**Achieving and Aspiring Together**". For more information about our school, please visit our website: www.morningside.hackney.sch.uk/



Gainsborough is a two-form entry Community Primary School located in Hackney Wick. The Executive Headteacher is Jenna Clark. Our school motto is "**Learn Together.**" For more information about our school, please visit our website: www.gainsborough.hackney.sch.uk/

Job Description - Finance and Administration Manager

Responsible to:	Headteacher & Federation Business Manager
Responsible for:	Site Manager, Catering, Team Leader, Administrative Team
Based:	Holy Trinity C of E Primary School
Key Contacts:	Pupils, parents, contractors, Executive Principal, Headteacher, Federation Business Manager, other members of school and PA staff, the Governing Body / LAB, LEA officers.
Scale:	PO3

JOB SUMMARY:

To provide support to the Headteacher and the Federation across the school, child care and extended services, ensuring that the pupils are able to achieve their learning potential through the provision of high quality:

- financial and administrative support services
- premises management
- human resources management

- To enable teaching staff to maximise their capacity for delivering the required curriculum by providing financial and administrative support to them.
- To maintain the school's database on pupils and staff and assist in the management of the school premises.

- To be responsible for all finance and administrative functions within the school, including human resources, information technology systems, premises, lettings and catering.

MAIN DUTIES AND RESPONSIBILITIES:

Finance & Administration

To lead and manage the financial and administrative function for the school in order to support continuous improvement and to maximise the delivery of high quality education and learning of pupils.

1. To manage the preparation of financial proposals, including budget forecasting and strategic financial planning and to provide professional and technical advice to the Headteacher, Executive Principal and governing body.
2. To ensure the efficient and effective use of all resources by means of regular monitoring of the school's expenditure through devolved budget holders and to review these to ensure best value practices.
3. To support the Headteacher in the preparation of budgets, allocation of budgets and accounts.
4. To work with the Federation Business Team to implement agreed processes, develop and share best practice.
5. To produce regular financial management data each month, or when requested, for monitoring purposes and ensure timely production of financial reports and returns as required by the Federation and the LEA.
6. To manage the income generation activity for the school.
7. To co-ordinate the purchase of goods, services and supplies and ensure that the school obtains the best possible value for money from suppliers and contractors.
8. To deal with any financial irregularities that may need further investigation in accordance with recognised financial regulations, school policy and best practice.

9. To receive and bank all monies for the school.
10. To arrange and participate in regular audits.
11. To maintain the school's database on pupils and staff alongside the Data Officer
12. To manage the school's administrative team to deliver an efficient and effective administration.
13. To continuously review and monitor all financial and administrative services and processes involved in creating an efficient and effective support structure to the school to identify areas for improvement.
14. To manage all pupil and staff data input and the production of reports as required.
15. To manage the production of statutory, school census and workforce census returns.
16. To manage the process and record management for the statutory testing process and the general production and maintenance of pupil records to ensure the school complies with all regulations and legislation.
17. To maintain an effective and efficient filing system.
18. To ensure that all records are kept accurately and comply with the requirements of the Data Protection Act.
19. To ensure effective communication through newsletters, letters and the school website etc with key stakeholders.

Premises Management

- To be responsible for, manage and communicate the school's risk assessment, survey and testing portfolios by liaison and coordination between external organisations and the site team to
 1. ensure all necessary and appropriate risk assessments, surveys and tests are carried out and completed within the required timeframes.
 2. ensure that all recommendations highlighted via assessments, tests and surveys are implemented to required standards within the timeframes given.
 3. ensure that the school implements and maintains the required risk assessment logs, manuals, reports and information as required.
 4. arrange relevant training requirements as required to ensure knowledge is current, relevant and up-to-date
 5. ensure all relevant stakeholder(s) are updated with any changes or requirements in relation to risk assessments and surveys as appropriate.
- To line manage the Site Manager/School Keeper, supporting them to monitor facilities to ensure the provision of a high quality, safe and secure environment by supervising and supporting the delivery of
 1. essential utilities services
 2. contractors
 3. site services action plans
 4. maintenance and insurance of the premises
- To manage the leader of the catering team to ensure the school catering service complies with necessary Health & Safety regulations, provides healthy school meals and operates effectively.

Human Resources

To support the Headteacher in the function of Human Resource Management.

1. To maintain and monitor staff sickness absence and other forms of leave and produce appropriate reports, referrals and statistical data.
2. To be responsible for all and DBS checks, retirement dates and fixed term contracts, maintenance of the Single Central Record and to act on any checks and dates that come from the reports to ensure the school is carrying out its HR function in line with agreed HR policies.

3. To ensure all staff are recruited and employed in line with Safeguarding Children and recruitment policies, good practice and legislation.
 4. To liaise with the school's Payroll provider re starters, leavers, retirements, and variations to employment contracts.
 5. To ensure the resolution of salary queries raised by staff in liaison with the Headteacher, Federation HR and Data Manager and Payroll provider.
 6. To be the lead contact with the school's Payroll provider.
 7. To liaise with staff and the Headteacher regarding maternity leave, paternity leave, adoption leave and any other special leave requests and queries.
 8. To maintain staffing records and carry out data and census returns when required.
 9. To work with the Federation HR and Data Manager and other federation staff to implement agreed processes and develop and share best practice in HR management.
- To carry out systems management for the administrative networks of the school, taking responsibility for data security.

LETTINGS:

- To oversee the lettings of the school and liaise with hirers and the Premises Manager regarding the holiday / weekend hire.

GENERAL:

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Person Specification

Qualifications Essential

- Relevant NVQ4 or degree qualification or equivalent experience.

Experience and Knowledge Essential

- Experience of maintaining effective and efficient levels of administration within a busy environment.
- An understanding of budget management and accounting techniques.
- Experience of undertaking a range of administrative and technical duties.
- A sound knowledge of a range of computer applications, including financial management systems.
- Working knowledge of relevant legislation, policies and codes of practice, eg. Data Protection Act, Freedom of Information etc.

Desirable

- Experience within an education setting.
- Experience of budget monitoring and account reconciliation.
- Experience of recruitment and retention.

Communication

- Strong interpersonal and communication skills to effectively manage areas of responsibility and to liaise with all key contacts.
- The ability to use a wide range of communication channels to effectively manage the operations of the areas of responsibility, applying tact and diplomacy in communication.
- The ability to maintain a professional and confident manner.
- To understand the need to adapt communication style to suit the audience and situation.

Skills and Abilities

Essential

- The ability to adapt to constantly changing priorities and demands.
- Able to analyse and interpret complex information and make recommendations.
- Able to apply problem solving techniques to different situations to achieve a favourable outcome.
- Able to negotiate "best value" with suppliers.
- Able to communicate with a range of audiences including colleagues, governors, agencies etc.
- Able to identify work priorities and to manage own workload to meet deadlines.
- Able to show sensitivity and objectivity in dealing with confidential issues.

Accountability and Freedom to Act

Essential

- Able to work independently, being proactive and demonstrating initiative.
- Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.
- Able to make judgments with regards to when it is appropriate to liaise with others including external agencies.

Other

Understands the nature of a Church of England Primary School.

**JOB DESCRIPTION & PERSON
SPECIFICATION FINANCE & ADMINISTRATION OFFICER
HOLY TRINITY**

PROFESSIONAL EXPECTATIONS

The table below outlines the expected professional behaviours which we expect all our staff to demonstrate at a level appropriate to their role. The elements highlighted are behaviours which may be assessed within an interview or task.

Category of Behaviour	Description
Managing self and personal skills	Being aware of own behaviour and how it impacts on others
	Enhancing personal skills to adapt professional practice to business needs
	Being aware of and honest about own areas of strength and development needs
	Taking responsibility for own mistakes and sharing team success
Delivering excellent service	Providing the best experience to pupils, parents and colleagues
	Building strong and trusting working relationships to improve team's delivery
Finding solutions	Seeing beyond own area of work to understand departmental or school goals
	Engaging enthusiastically in the purpose of the whole organisation
	Recognising the importance of individuality and creativity in innovating
Working flexibly	Being open to new ideas and ways of working
	Adjusting to unfamiliar situations and shifting demands/needs by thinking flexibly and giving new things a try
	Working with rigour and going the extra mile
Maximising efficiency and effectiveness	Capitalising on centralised services and systems and procedures for sharing resources and practice
	Being mindful of sustainability and reduction of physical waste
	Managing own time effectively to complete directed tasks and activities
	Allocating appropriate time and resources when directing others and setting achievable deadlines
Committing to the organisation	Developing an understanding of the education context in which we work
	Showing commitment to the federation and school's vision and values
Developing self and others	Showing commitment to own ongoing professional development
	Supporting others to feel safe, secure, known, valued and motivated to reach their full potential
	Spotting talent and creating opportunities for staff at all levels to receive high quality training and leadership experiences
Working together	Working collaboratively with others to achieve organisational goals
	Recognising and valuing the different lived experiences that people contribute to a shared project or activity
	Pooling expertise and resources to achieve collectively what may not be achievable individually
Getting results	Taking personal responsibility for getting things done
	Consistently meeting objectives and success criteria
	Moving incrementally towards excellence in all aspects of one's work



Primary Advantage Federation

Holy Trinity Primary School

Beechwood Rd

Dalston

London

E8 3DY

Tel: 020 7254 1010

St John & St James CE Primary School

Holy Trinity CE Primary School

Springfield Community School

St Matthias CE Primary School

St John Baptist CE Primary

School

Morningside Primary

School

Gainsborough Primary

School