



Application Pack

Holy Trinity Finance and Administration Manager



Contents

Welcome		3
Role Snapshot	4	
Application Process		5
Our Schools		6
Job Description		7
Person Specification		9

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 the position of Finance and Administration Manager at Holy Trinity CE Primary School and Preschool, part of the Primary Advantage Federation.

This is an exciting opportunity for a highly organised, proactive and personable professional to play a central role in the smooth running of our school. We are looking for someone who can provide strong operational leadership across finance, administration, premises, HR processes, lettings and catering, helping to ensure that staff and pupils are supported by effective, efficient and well-managed services. The current pack describes the role as leading the school's administrative, financial and organisational processes and managing the admin, premises and catering teams.

Holy Trinity is a two-form entry Church of England primary school in Dalston, at the heart of a diverse, vibrant and welcoming community. We are proud of our strong Christian ethos and of our commitment to ensuring that every child is empowered, inspired and prepared. As part of the Primary Advantage Federation, we benefit from being part of a wider family of seven schools while retaining our own distinct identity and strong local community focus. The current pack explains that the role works closely with both the school and the central federation team.

The successful candidate will work closely with the Headteacher and the Federation Finance & Business Director and will have the opportunity to make a significant contribution to the strategic and day-to-day operations of the school. This is a varied and rewarding role for someone who enjoys balancing detail with leadership, improving systems and processes, and working collaboratively with a range of stakeholders. The current job description already shows the breadth of the role, including budget monitoring, financial reporting, premises compliance, HR administration, payroll liaison, statutory returns, line management and lettings oversight.

We are seeking someone who:

- has strong financial and administrative experience
- can lead and develop support services effectively
- communicates confidently with staff, parents, contractors and external agencies
- is committed to high standards, safeguarding and continuous improvement
- enjoys working as part of a collaborative school and federation team

In return, we offer the opportunity to work in a supportive and ambitious school community, with the benefit of collaboration across a successful federation. You will join a team with high aspirations for pupils and staff and a shared commitment to excellence, innovation and professional growth. The existing pack already highlights that the schools promote innovation and excellence and that the federation structure enables schools to grow while maintaining their unique identity.

We hope this application pack gives you a helpful introduction to the role, our school and the wider federation. Visits to the school are welcomed. For further information about the application process, or to arrange a visit, please contact **Edna Lebbie** on **020 7254 1010**. Completed application forms should be sent to recruitment@holytrinity.hackney.sch.uk.

We look forward to receiving your application.

Rebecca Mackenzie
Headteacher

Finance and Administration Manager Role Snapshot

Holy Trinity CE Primary School - Primary Advantage Federation

Salary: P03, SCP 34–36

Actual salary: £51,044 - £53,197

Hours: 40 hours per week 9am - 6pm

Contract: Term time only plus 3 weeks to be worked 1 week in easter and 2 in summer

Location: Holy Trinity CE Primary School, Beechwood Road, Dalston, London E8 3DY

Reporting to: Headteacher and Federation Business Manager

Line management responsibility for: Site Manager, Catering Team and Administrative Team

Closing date: Monday 20th April 2026 at 9:00am

Interviews: Week commencing 27th April 2026

About the role

The Finance and Administration Manager plays a key leadership role in ensuring the school runs effectively on a daily basis and is well supported strategically. The role combines operational leadership with oversight of core business functions, helping the school maintain high-quality support services that enable pupils to thrive and staff to focus on teaching and learning. The current job summary states that the role is responsible for finance and administration, premises management, human resources, information systems, lettings and catering.

Main purpose

To lead the school's finance and administration function and oversee key support services including premises, HR administration, lettings, catering and data processes, working closely with school leaders and the federation team to ensure efficient, compliant and high-quality operations. This reflects the job summary and main duties already set out in the current pack.

Key responsibilities

- Lead the financial and administrative function of the school
- Support budget preparation, monitoring, forecasting and financial reporting
- Manage the administrative team and oversee effective office systems
- Oversee statutory returns, pupil and staff data, and compliance-related records
- Line manage premises and catering leads to support safe and effective operations
- Support HR administration, payroll liaison, safeguarding checks and staff record management
- Manage school lettings and support income generation
- Work collaboratively with the Headteacher, Federation Business Manager and wider federation teams to improve systems and share best practice

Why join Holy Trinity?

- A varied and influential leadership role within a vibrant school community
- Opportunity to work in close partnership with both school leaders and the wider federation
- A chance to shape and improve support services across finance, administration and operations
- A school environment with high aspirations for pupils and staff
- A strong sense of identity within a collaborative seven-school federation

Safeguarding

Primary Advantage Federation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be required to complete an enhanced DBS check, and all qualifications and references will be verified. Shortlisted candidates will also be subject to the federation's online search process in line with KCSIE.

Application Process

Hours: 40 Hours per week, 9am - 6pm Term time only + 3 weeks (One week in Easter, two weeks in summer)

Salary: P03 Point 34-36

Actual salary: £51,044- £53,197

Application Closing Date: Monday 20th April 2026 at 9am

Interviews: Week Commencing 27th April 2026

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 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 SCHOOLS

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 Finance & Business Director
Responsible for:	Site Manager, Catering, 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, LAB, LEA officers.
Scale:	P03

JOB SUMMARY:

The Finance and Administration Manager plays a key role in ensuring the effective day-to-day and strategic operation of the school. The postholder will 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 postholder 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.

MAIN DUTIES AND RESPONSIBILITIES:

Financial leadership and resource management

1. Lead and manage the school's financial administration to support continuous improvement and the effective delivery of education.
2. Support the Headteacher in preparing budgets, budget allocations, forecasts and accounts.
3. Provide professional and technical financial advice to the Headteacher, Executive Principal and Local Advisory Board.
4. Produce regular financial monitoring information, reports and returns for the school, federation and Local Authority, ensuring these are accurate and timely.
5. Monitor expenditure across budget headings and devolved budgets to ensure effective use of resources and value for money.
6. Coordinate the purchasing of goods, services and supplies, securing best value from suppliers and contractors.
7. Manage income generation activity and ensure all monies received are processed and banked appropriately.
8. Support audits and ensure financial records are maintained to the required standard.
9. Identify, escalate and support investigation of any financial irregularities in line with regulations, school policy and best practice.

Administration, data and information systems

1. Lead and manage the administrative function of the school to ensure an efficient, responsive and professional service.
2. Line manage the administrative team and support high standards of performance and customer service.
3. Review administrative systems and processes regularly to improve efficiency, compliance and service delivery.
4. Oversee pupil and staff data management, working with relevant colleagues to maintain accurate records and produce reports as required.
5. Manage the production of statutory returns, including school census and workforce census submissions.
6. Oversee pupil records and statutory testing administration to ensure compliance with regulations and deadlines.
7. Maintain effective filing and record-management systems.
8. Ensure that records are accurate, secure and compliant with data protection requirements.
9. Support effective communication with stakeholders through letters, newsletters, the website and other school communication channels.

Premises, compliance and operational oversight

1. Oversee the school's premises-related compliance responsibilities, including risk assessments, surveys, testing and related documentation.
2. Coordinate with external contractors and the site team to ensure all required inspections, assessments and tests are completed within required timescales.
3. Ensure actions arising from risk assessments, surveys and inspections are implemented appropriately and on time.

4. Maintain and monitor compliance records, logs, manuals and reports as required.
5. Arrange relevant training to ensure staff knowledge and compliance remain up to date.
6. Ensure that relevant stakeholders are kept informed of any significant premises, compliance or health and safety matters.
7. Line manage the Site Manager / School Keeper and support the effective delivery of site services, utilities, maintenance, contractor management and premises insurance.
8. Help ensure the school provides a safe, secure and well-maintained environment for pupils, staff and visitors.

HR administration and payroll liaison

1. Support the Headteacher in the effective administration of human resources processes within the school.
2. Maintain and monitor staff absence, leave and related records, producing reports and data when required.
3. Oversee safer recruitment administration, pre-employment checks, DBS checks, contract dates and the maintenance of the Single Central Record.
4. Ensure recruitment and employment administration is carried out in line with safeguarding requirements, HR policy and relevant legislation.
5. Act as the main liaison with the payroll provider in relation to starters, leavers, contractual changes, retirements and pay queries.
6. Support staff and leaders with maternity, paternity, adoption and other special leave processes.
7. Maintain accurate staffing records and complete relevant staffing returns when required.
8. Work with federation colleagues to implement agreed HR processes and promote consistent practice across the federation.
9. Support the management of administrative systems and networks, including responsibility for data security.

Catering and lettings

1. Line manage or oversee the Catering Team Leader to ensure the catering service operates effectively, provides healthy school meals and complies with relevant health and safety requirements.
2. Oversee school lettings and act as a point of contact for hirers, working with the Premises Manager regarding holiday and weekend use of the site.

Partnership working and continuous improvement

1. Work closely with the Headteacher, Federation Business Team and wider federation colleagues to implement agreed systems and processes.
2. Contribute to the development and sharing of best practice across the federation.
3. Build effective working relationships with staff, parents, governors, contractors, external agencies and Local Authority partners.
4. Promote a culture of professionalism, continuous improvement and high-quality service across all support functions.

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 the 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

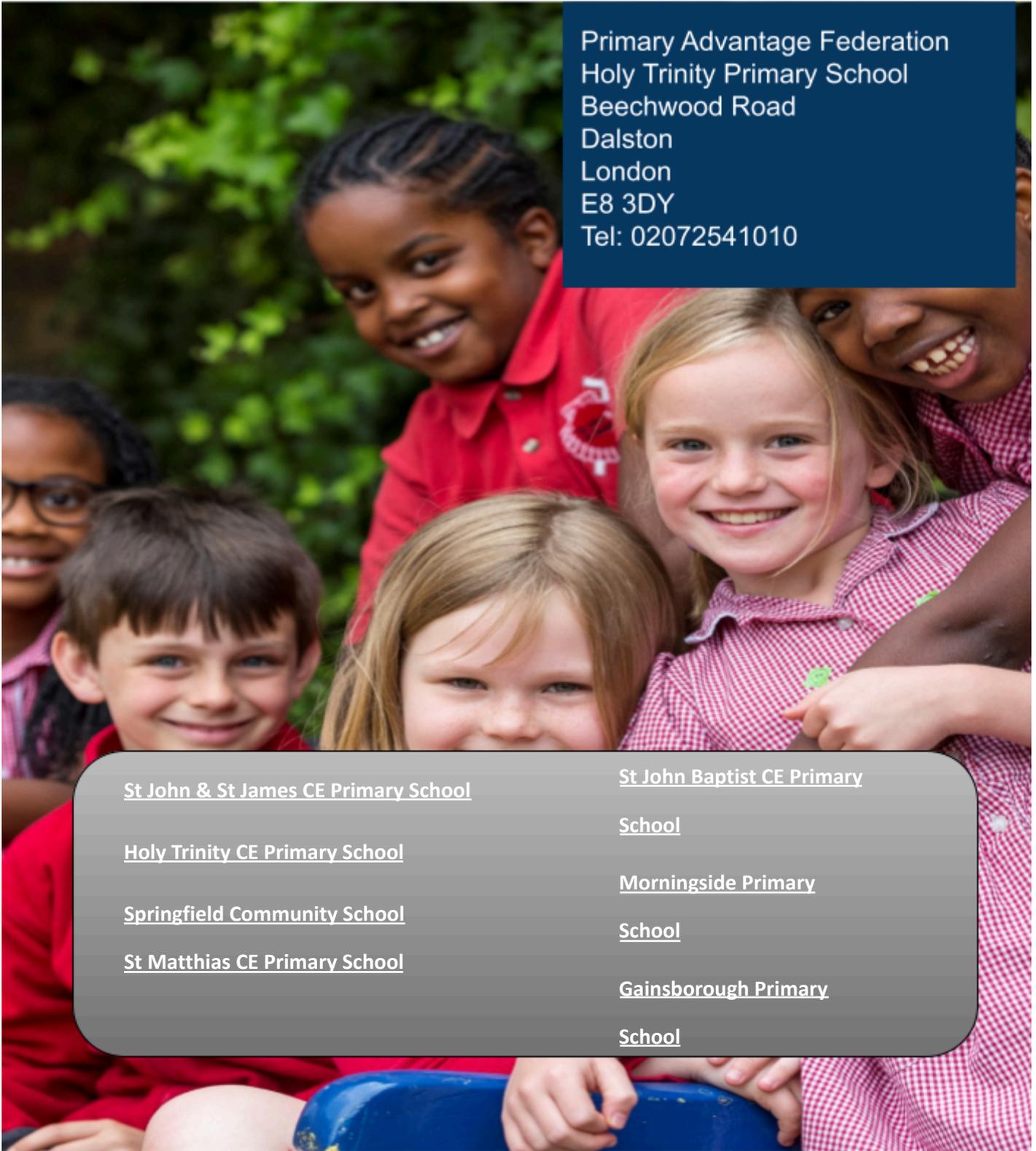
Understands the nature of a Church of England Primary School.

JOB DESCRIPTION & PERSON SPECIFICATION FINANCE & ADMINISTRATION MANAGER 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 Road
Dalston
London
E8 3DY
Tel: 02072541010

[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](#)