



Holy Trinity CofE Primary School

Finance & Administration Manager

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 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;
- an experienced and caring senior leadership team;
- a hard-working, motivated team;
- a professional and supportive work environment.

About us

Holy Trinity Primary School is a one-form entry primary school with preschool, located in Dalston, Hackney. We are part of a federation of seven schools called Primary Advantage. We believe our schools 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, Edna Lebbie, 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

Scale: P03 Point 34-36 (£49,155-£51,228) Full Time Equivalent.

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

Closing date: Friday 5th December 2025 at 9am

Interviews: Week Commencing Monday 8th December 2025

Start date: January 2026

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.