

Shoreditch Park Primary School

Hackney Education

Job Advert – Finance Manager



Employer	Shoreditch Park Primary School
Location	Hackney, N1 5JN
Salary	P03
Contract term	Permanent
Working Pattern	Three days per week
Posted	27 th November 2024
Closing date	5 th December 2024
Interview dates	Week beginning 16 th December 2024
Job starts	January - February 2025

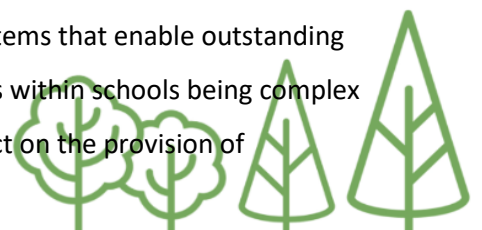
Summary of school

Shoreditch Park Primary School is an Ofsted Outstanding education provider in the heart of Hackney. The high achieving education on offer has achieved both international and national recognition through programmes such as the UNICEF Rights Respecting accreditation; Flagship status for Excellence for Inclusion (IQM) and many other curriculum linked awards. This is endorsed by the local community with the school remaining over-subscribed despite the local pupil roll challenges in London.

The school has received the highest accreditation when audited by external financial bodies for the last 5 years, and is keen to grow on this success with the uptake of income generation through new schemes. The school grounds have had significant investment in the last couple of years with outstanding play spaces now on offer as a result. The estate strategy is ever developing to accommodate the aspirations of the school as a leading education provider.

Type of role

Our drive to achieve excellence extends into the operations team, and so we are recruiting an individual who is thorough and compliant in their financial practice; pays attention to detail; literate in accounting software and driven to deliver effective and efficient systems that enable outstanding provision. The landscape of education is ever-changing with operations within schools being complex and fast paced, resulting in the potential to have a great positive impact on the provision of



children's education. The scope of the sector is broad with the role interacting with topical areas such as financial sustainability, recruitment and retention, estate management, sustainability and stakeholder engagement.

The school requires an operations team that is effective, efficient and diverse in its engagement with key stakeholders and the wide-ranging responsibilities it undertakes. This role is a key component to the performance of the operations team with problem solving and team work being essential skills required.

The core responsibility of the role is focused on delivering the key aspects of school business management; finance and human resources. This is inclusive of assisting the management of premises, cleaning and training and development.

In recognition of the importance of training and development, the role will start with a robust induction from an experienced team both in house and externally.

Working with us

You can view our workplace benefits [here](#).

Who to contact for further information

For further information please contact Georgia Caton at vacancies@shoreditchpark.hackney.sch.uk. Please apply via email using the application form attached.

Safeguarding, Diversity and Inclusion Statement

Shoreditch Park Primary School is committed to safeguarding and welfare of all children. Successful candidates will require a DBS clearance and suitable references before commencing employment.

The safeguarding responsibilities of the post are outlined in the job description and personal specification. Our Safeguarding and Child Protection Policy can be found [here](#).

We are committed to diversity, equality and inclusion and welcome applications from all section of the community, regardless of gender, race, religion, disability, sexual orientation or age. We actively welcome applicants from ethnic minority backgrounds and underrepresented groups in primary settings.

