

## Holy Trinity CE Primary School Administration Officer

Holy Trinity CE Primary School is looking to recruit two self-motivated, approachable, organised individuals with the enthusiasm and drive to live up to our high expectations to deliver a positive impact on student outcomes and become an integral part of our administration team as Administration Officers.

The main duties of this role are to ensure an efficient and effective reception, administrative and clerical support function for the school, Preschool and Extended Day Provision and to provide HR and Finance support to the Finance & Administration Manager and support the Headteacher and school community and other members of staff as necessary. The successful applicant will be responsible for the management of the school's reception/office; maintaining the various school databases for pupil and staff records; to work alongside the Finance & Admin Manager and Data and Admin Officer to ensure the school has appropriate systems, processes and controls in place and help to maintain and manage all aspects of pupil data, finance, HR and extended day provision.

### The successful candidate will:

- have administration experience, preferably in a school or education context
- have excellent IT skills including school FMS & MIS packages, Google products, Arbor is desirable..
- work efficiently to tight deadlines.
- have excellent literacy and numeracy skills.
- be an effective communicator who is able to lead, multi-task and work as part of a team
- be prepared to play a full and active part in the life of the school.

### In return we can offer:

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

For queries in regards to the post or to request the job description and application form, please contact our Finance & Admin Manager, Camilla Addison at [recruitment@holytrinity.hackney.sch.uk](mailto:recruitment@holytrinity.hackney.sch.uk). For more information about our school please visit our website [www.holytrinity.hackney.sch.uk](http://www.holytrinity.hackney.sch.uk). Visits are warmly welcomed and encouraged.

**Start date:** 2nd of October 2023 (preferred start date)  
**Closing date:** Friday 22nd September 2023 at 9am  
**Interviews:** w/c 25th September 2023  
**Scale:** Scale 5 - Point 12 -15 (£29,364 - £30,852) Pro rata  
**Hours:** Full time position + Job sharing/Part Time applicants will be considered

Shortlisted candidates will be subject to an online search prior to interview.

Successful candidates will be required to apply for an enhanced Criminal Record Check via DBS.

We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

*Primary Advantage Federation – Schools Achieving More Together*

*St John & St James, Holy Trinity, St John the Baptist, St Matthias CE Primary, Springfield, Morningside Primary, Gainsborough Primary and De Beauvoir Primary*