



PA



Primary Advantage Federation

Application Pack

Finance and Business Director



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Equal Opportunities Statement:

Primary Advantage and its schools strive to be diverse and inclusive communities, places where we can ALL be ourselves without prejudice or bias. We welcome applicants from all cultures and backgrounds to reflect the community we serve and we continue to positively advocate for diverse representation.

Safeguarding Statement:

Everyone in the Primary Advantage Federation and its schools who comes into contact with children and their families has a role to play in safeguarding. School staff are particularly important in safeguarding and promoting the welfare of children as we are in a position to identify concerns early and to provide help for children. Our school staff form part of the wider safeguarding system for children to prevent concerns escalating. We work with the Children and Families Service, the police, health services and other relevant agencies to support and promote the welfare of children and to protect them from harm. We work in line with statutory guidance for schools and colleagues: Keeping Children Safe in Education (2023)



Welcome

Dear Applicant,

Thank you for your interest in applying for the role of Finance Business Director. I hope this pack provides you with a comprehensive understanding of Primary Advantage and supports you with your application.

Primary Advantage is a federation of seven schools and serves a multi-cultural community in the London Borough of Hackney. Our federation comprises four Church of England schools and four Community schools, each with a commitment to providing high-quality education. Our schools dynamic and inspiring places to work, fostering a culture of high expectations, innovation, and excellence. Primary Advantage offices are located at Holy Trinity Primary School. This will be the main based of the successful candidate.

We are seeking an experienced and enthusiastic professional who is dedicated to both personal and organisational growth. The Finance and Business Director is a key member of our joint leadership group, responsible for leading the central finance and operations team and ensuring robust financial management across the federation. This role plays a vital part in providing strategic direction, oversight and supervision of financial and administrative functions across all of our schools.

This pack includes:

- Background information about the federation
- Information on how to apply
- The Primary Advantage structure
- The job description and person specification

The closing date for this application is: Monday 24th February 2025 at 9am
Candidates will be notified of the interview date shortly after the closing date.

If you have any questions or would like to arrange a visit, please contact Venessa Williams on 0207 254 1010 ext 6 or email enquiries to recruitment@primaryadvantage.hackney.sch.uk.

Kind regards,
Sian Davies
Executive Principal



Salary: PO13 (£74,487-£75,666) with a potential market uplift

Application Closing Date: Monday 24th February 2025 at 9am.

Interview Date: TBC

1. Please ensure that you have read the application pack thoroughly.
2. Complete the application form; CVs will **not** be accepted. Please note, this pack contains the finance and business director competencies we are looking for alongside the expected duties. Please make sure you address the criteria outlined.
3. Alongside your application form, you are required to submit [a supporting statement reflecting your capabilities for this role](#). Without this we may be unable to process your application.
4. Should you have any queries about the application process or would like to arrange a visit, please contact Venessa Williams on [02072541010 ext 6](tel:02072541010).
5. Completed applications should be sent by email to recruitment@primaryadvantage.hackney.sch.uk
6. Candidates are advised that when completing their references section on the application form, please ensure that:
 - Your first referee must be your current, or most recent employer
 - Your second reference must be from a senior person with the appropriate authority.

SHORTLISTING

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

You will need to complete a Self-Declaration form to share any relevant information regarding convictions and allow this to be discussed and considered during the interview. Any information given will be treated in the strictest confidence and managed in line with relevant data protection legislation and guidance.

Following the interview, Primary Advantage will contact candidates by **Tuesday 4th March 2025** to confirm whether they have been successful or not.

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.

Candidates must ensure that if they are successful at interview, 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 the line with the Asylum, Immigration and Nationality Act 2000.

All qualifications and references will be verified.

Our Schools

We would encourage you to visit our websites to find out more 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 & St James is a one-form entry Church of England Primary School based in Hackney Central. The Headteacher is 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 one-form entry Church of England Primary School located in Dalston. The 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-form entry Church of England 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.stmatthias.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 one-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

Our Background



Our schools gain significant benefits from working collaboratively, we strongly believe that schools can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of a high quality education and the improvement of life chances for pupils in the community beyond that of our own schools.

Our journey started in 2000 when St John & St James CE Primary School opened as a Fresh Start School. Since then we have worked alongside many different schools in Hackney, across London and in many different parts of the country and have grown into a Federation of seven schools. We work collaboratively towards a shared vision and agreed commitments but our schools are individual, serving the needs of different communities in creative and innovative ways.

Our Commitments

Every teacher is a great teacher; every school is a great school.

We aim to move incrementally towards excellence in all aspects of our work.

All pupils will make good or better progress and will be properly equipped for the next stage of their schooling.

Learning environments are of high quality where pupils feel **safe and secure, known and valued and motivated to learn.**

Curriculum provision is bespoke, broadens horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.

Our learning community provides opportunities for growth for pupils, staff and families.



Expectation

We believe passionately in improving the life chances for all our pupils. We have the highest possible standards and will use our resources and expertise to unlock learning in all its facets for all our children. No barrier is too great; no learner is left behind. Skilled teachers use the most effective teaching methods to motivate learners and raise aspirations. Our schools are special places to work. We want to attract and retain staff at all levels that are willing to think flexibly, work with rigour and precision, and go the extra mile.



Partnership

We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually. We promote a collaborative approach whilst developing the capacity of each school to serve its own community and retain its distinct identity. We have developed approaches which we know make the most significant impact on pupil outcomes. These are well considered systems, approaches or policies which can be implemented in a range of settings with the appropriate levels of support.



Leadership

Our leadership structure aims to make the most of our shared resources, maintain high expectations and secure high standards. We build leadership sustainability by spotting talent and creating opportunities for all staff at all levels to receive high quality training and leadership experiences. We recognise the importance of individuality, spontaneity and creativity in developing innovation. We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems and procedures.



Growth

Through the work of the Primary Advantage Learning, Development and Partnership service, we are able to offer excellent professional development for current practitioners, leaders and future recruits to the profession. Teachers have many opportunities for professional growth through our development and masters programmes. Staff, pupils and families have opportunities for growth through links with our partners, schools and a wide range of enrichment activities.

Primary Advantage Learning, Development and Partnerships



PRIMARY
ADVANTAGE

SCHOOLS ACHIEVING
MORE TOGETHER

FEDERATION

PRIMARY ADVANTAGE FEDERATION

For many years Primary Advantage has delivered high quality Initial Teacher Training and Professional Development to new and experienced teachers, along with curriculum and leadership support, to schools across Hackney, London and around the country. Our PA Maths Programme, developed by our own teachers, has been used by hundreds of schools across the country.

The strength of Primary Advantage lies in the support and expertise shared by all seven schools. We work closely in partnership with Hackney Education, UCL Institute of Education our regional Maths Hub, English hub, STEM Learning, our regional Teaching Schools Hub and many others.

We work collaboratively to support each other to drive up standards in schools and improve the life chances of children both within our group of schools and beyond.

Previously accredited by the DfE as a group of National Teaching Schools, at PA we are committed to developing skills and knowledge as a teacher or leader and providing opportunities for to grow.

PA MY VOICE, MY FUTURE INSET - JANUARY 2025

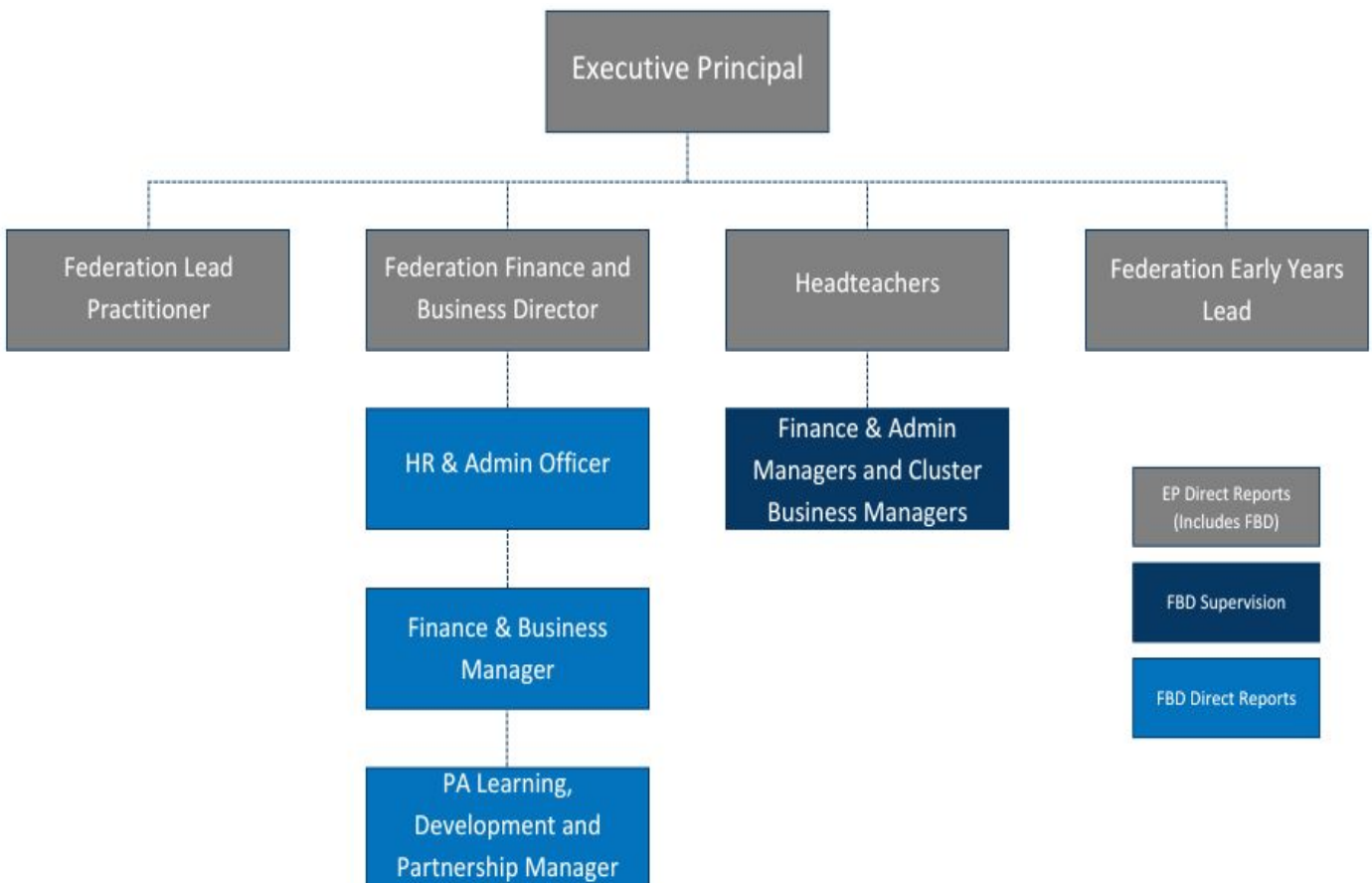
Our schools are full of wonderful children from a diverse range of backgrounds and with a wide range of abilities, experiences and needs. Every child is valued and we want every child to succeed and reach their potential. In this, our ninth, annual festival of education, our teachers and teaching assistants focused on our pupils having a voice. Whether that is through developing early language skills in our youngest children or encouraging all pupils to express themselves confidently and articulately so that they flourish at school and beyond. All early years had training on how music and singing can develop language and communication in our youngest children. KS1 & KS2 practitioners visited the UK Parliament to develop their subject knowledge of democracy, and how this can be used to enhance work on oracy, pupil voice and citizenship.

SCHOOLS ACHIEVING
MORE TOGETHER...

Primary Advantage Structure



Below is a table indicating the Primary Advantage business structure. The key below depicts who the Finance and Business Director will report to and who they supervise.



Job Description - Finance & Business Director

Job Title: Finance & Business Director

Salary: PO13 (£74,487.00 - 75,666.00) with a potential market uplift

Reports To: Executive Principal

Purpose of the Role

The **Finance and Business Director** will provide high-quality professional leadership and management of the finance and business functions for the **Primary Advantage Federation**, which includes seven primary schools, children's centres, and any future partnerships. The role is pivotal to ensuring that resources are used efficiently and effectively, directly supporting the Federation's core aims of high educational standards, achievement, and sustainability. The Finance and Business Director will work closely with the Executive Principal (EP) and senior leaders to drive business strategies, improve operational performance, and maintain financial governance, helping to deliver improved learning outcomes for all students.

Key Responsibilities

1. Strategic Financial Leadership:

- Lead and manage all financial operations within the Federation, providing strategic guidance to the Executive Principal, Governors, Headteachers, and other senior leaders on financial matters.
- Lead the preparation of annual and long-term budgets, ensuring they align with the Federation's goals and educational ethos. Provide recommendations and insights to the EP and Governors.
- Work alongside Headteachers to set and monitor budgets for individual schools, ensuring financial transparency and accountability.
- Advise on financial strategies that support the educational objectives of each school and the wider Federation.

2. Financial Governance and Risk Management:

- Ensure that financial governance standards are met and maintained, including compliance with current legislation, Companies House, Charities Commission, HMRC, Pension providers, and other regulatory bodies.
- Develop, implement, and monitor financial policies, procedures, and reporting systems to meet audit requirements and best practice standards.
- Establish and maintain sound internal control and risk management processes, ensuring the Federation's financial resilience and safeguarding of resources.

3. Income Generation and Commercial Development:

- Maximise earned income through the Federation's assets, including commercial trading, intellectual property, and joint ventures, supporting business development initiatives and partnerships.
- Identify and pursue opportunities for income generation, working with the Executive Principal, Governors, and other stakeholders.

4. Operational and Financial Oversight:

- Oversee the Federation's payroll function, including managing pension schemes and associated services for staff across the schools and children's centres.

Job Description - Finance & Business Director

- Ensure procurement processes are in place and that best value is applied in purchasing decisions. Monitor contracts, SLAs, and joint procurement opportunities to ensure cost efficiency.
- Work with the Finance and Business Manager to prepare and present year-end accounts, alongside regular financial reports on revenue and capital funds to senior leadership and Governors.

5. Leadership and Management of Finance Teams:

- Lead, motivate, and develop the Finance and Admin teams across the Federation, ensuring they have the capacity and skills to meet the Federation's financial needs.
- Ensure that all finance staff are fully equipped to meet the needs of the changing educational environment, including training and professional development.

6. Governance and Compliance:

- Attend Governing Board and Local Advisory Board (LAB) meetings to provide strategic advice and recommendations on financial matters.
- Support the Clerk in the organisation of governance work, including policy development, agendas, and reporting.
- Maintain and review governance structures and ensure compliance with governance standards.

7. Facilities and HR Oversight:

- Oversee Facilities Management (FM) functions, ensuring that school sites are maintained to a high standard and that FM budgets are managed effectively.
- Liaise with HR services to provide accurate and efficient HR support, ensuring staff recruitment, payroll, and other HR services are effectively managed across the Federation.
- Work with the HR and Administration Manager to ensure the smooth operation of all HR functions.

8. Strategic Development and Partnership Working:

- Interpret new legislation and identify the implications for the Federation's operations, ensuring policies and procedures are updated accordingly.
- Develop and implement standard operating procedures (SOPs) and IT systems to maximise operational efficiency.

9. Sustainability and Social Responsibility:

- Contribute to the Federation's commitment to sustainability by delivering economic, social, and environmental benefits for all stakeholders.

10. Additional strategic Responsibilities:

- Act as a representative of the Federation in external meetings, reporting back to senior leadership and taking necessary actions.
- Support the development and sharing of good practice across the Federation and partner schools, contributing to wider educational improvement.

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.

Personal Specification

Essential Qualifications:

- A relevant professional qualification in finance (e.g., ACA, ACCA, CIMA, or equivalent).
- Degree-level qualification in finance, business management, public administration, or a related field.
- A comprehensive understanding of financial regulations, accounting practices, and governance standards within the education sector.

Experience:

- Proven experience (5+ years) in a senior finance role, ideally within the education sector, a multi-academy trust, or public sector environment.
- Strong track record in strategic financial leadership, including budget preparation, long-term financial planning, and income generation.
- Experience managing financial teams, ensuring robust internal controls, and developing policies to ensure compliance with financial and regulatory standards.
- Experience of leading and advising senior leadership teams, including Governing Boards, and providing clear financial reports.
- Previous involvement in risk management, financial reporting, and governance functions within a complex organization.
- Experience of developing partnerships, joint ventures, and income-generating initiatives.

Skills and Abilities:

- Strong financial management and forecasting skills, with the ability to provide high-level strategic advice and decision-making support.
- Excellent understanding of financial governance, internal controls, and risk management procedures.
- High-level communication and presentation skills, with the ability to explain complex financial information to a range of stakeholders.
- Ability to lead and motivate teams effectively, fostering a collaborative, solution-oriented approach.
- Strong problem-solving skills, with the ability to work under pressure and meet deadlines.
- Excellent organisational and time-management skills, with an ability to manage competing priorities.
- Advanced IT skills, particularly with financial management software and reporting tools.

Personal Attributes:

- A high level of integrity, with the ability to make decisions that prioritise the Federation's values and objectives.
- A proactive and adaptable approach to leadership and problem-solving.
- A passion for improving educational outcomes through effective financial and business management.
- Commitment to promoting a culture of transparency, accountability, and efficiency.
- Ability to work collaboratively with senior leaders, staff, and external partners.

Primary Advantage Professional Behaviours

| 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 |
| | Ensuring all one's internal and external written communications demonstrate a high level of professionalism (eg. spelling, punctuation, grammar and appropriate language) |
| 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 |
| | Positively representing the organisation by speaking highly of it inside and outside the workplace |
| 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

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Hackney

London

E8 3DY

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Email: recruitment@primaryadvantage.hackney.sch.uk

www.primaryadvantage.co.uk

Executive Principal: Sian Davies