



**Primary Advantage Federation**

**Application Pack**

**Federation Finance and Business Director**



The background image shows two young students in a classroom. On the left, a girl with dark skin and braided hair is resting her chin on her hand, looking down. On the right, a boy with dark skin is looking down at a tablet. They are both wearing green school sweaters with white collars. The background is a blurred classroom with shelves and books.

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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.



## Welcome

Dear Applicant,

Thank you for your interest in applying for the role of Finance and Business Director. I hope this pack supports you in finding out more about Primary Advantage and starting your application.

Primary Advantage is a federation of eight schools within Hackney. We have four Church of England schools and four Community schools. Our schools are exciting places to work, with high expectations which promote innovation and excellence.

We are looking for experienced and enthusiastic applicants who are committed to growth and development for themselves and the federation. The Finance and Business Director is a key member of the joint leadership group who leads the central team and plays an active role in providing direction and supervision for the administrative functions in each of the federation schools.

The pack includes some background information about the federation, information about the application process and the job description. The Primary advantage Offices are located in Holy trinity Primary School. Please be aware that due to the current COVID-19 pandemic schools are not running normally. As such, if you would like to visit Primary Advantage, please contact the school to check they are allowing visitors. **Please do not arrive at the school without contacting them.** If you do have symptoms, please do not come to the school.

**The closing date for this application is: Tuesday 22nd September 2020 at 12pm**

**The interview process will be split between two days. Stage one will take place on Wednesday 30th September. Should you be successful you will be contacted for stage two which will take place either on Thursday afternoon or Friday morning. We will inform you of the date.**

Please note that we cannot confirm at this stage in -me whether interviews will be face-to-face or online. Due to the changing government regulations we are working alongside these recommendations to ensure that all staff members are safe and protected

More information about each school can be found on the schools' websites. If you have any questions or would like to arrange a visit, please contact Venessa Williams on 0207 254 1010 extension 6 or email enquiries to [recruitment@primaryadvantage.hackney.sch.uk](mailto:recruitment@primaryadvantage.hackney.sch.uk).

Kind regards,  
Sian Davies  
Executive Principal





# Application Process

**Salary:** PO13 (£64,656 - £65,712) plus the opportunity for market uplift of up to £8000

**Application Closing Date:** Tuesday 22nd September 2020 at 12pm

**Interview Date:** *Stage one will take place on Wednesday 30th September. Should you be successful you will be contacted for stage two which will take place either on Thursday afternoon or Friday morning. We will inform you of the date.*

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 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 these documents, 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](tel:02072541010) ext 6.
5. Completed applications should be sent by email to [recruitment@primaryadvantage.hackney.sch.uk](mailto:recruitment@primaryadvantage.hackney.sch.uk)

## 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.

Please note that due to the changing government advice about COVID-19 we cannot confirm at this moment in time whether the interview will be face-to-face or online. If you are self-isolating at the time of the interview, please let us know and we will do our utmost to accommodate you.

**Please note that the interview process will run across two days. You will complete a formal interview on the first day and depending on the outcome may be called back for a detailed interview process on another day. Please ensure that you can make yourself available on both days.**

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.

Following the interview, Primary Advantage will contact candidates by the end of the first day to confirm as to whether they have been shortlisted or not for the second round.

## 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 Executive Headteacher Jenna Clark and Jo Smith the Head of School. 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](http://www.johnjames.hackney.sch.uk)

Holy Trinity is a building two-form entry Church of England Primary School located in Dalston. The Headteacher is Yvonne Barnett. Our school motto is **"Every child: Empowered. Inspired. Prepared."** For more information about our school, please visit our website: [www.holytrinity.hackney.sch.uk/](http://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 Fiona Judge. **"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/](http://www.springfield.hackney.sch.uk/)

St Matthias is a one-and-a-half-form entry Church of England Primary School located in Stoke Newington. The Headteacher is Orlene Badu. Our school motto is **"Dream-Believe-Achieve."** For more information about our school, please visit our website: [www.st-matthias.hackney.sch.uk/](http://www.st-matthias.hackney.sch.uk/)



St John the Baptist is a two-form entry Church of England Primary School located in Hoxton. The Executive Headteacher is Fiona Judge and our Headteacher is Lucy Blewett. Our school motto is **"We Achieve We Believe"**. For more information about our school, please visit our website: [www.st-john.hackney.sch.uk/](http://www.st-john.hackney.sch.uk/)

Morningside is two-form entry Community Primary School located in Hackney Central. The Headteacher is Janet Taylor. Our School motto is **"Achieving and Aspiring Together"**. For more information about our school, please visit our website: [www.morningside.hackney.sch.uk/](http://www.morningside.hackney.sch.uk/)



Gainsborough is a three-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/](http://www.gainsborough.hackney.sch.uk/)

De Beauvoir is a two-form entry Community Primary School located in Dalston. The Headteacher is Rebecca Mackenzie. Our school motto is **"We have an unwavering belief that every child has the ability to succeed."** For more information about our school, please visit our website: [www.debeauvoir.hackney.sch.uk/website](http://www.debeauvoir.hackney.sch.uk/website)





## About Primary Advantage

### PRIMARY ADVANTAGE FEDERATION

St John the Baptist is a part of the Primary Advantage Federation.

We are a group of eight schools in Hackney working together because we believe our schools can 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.



### 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,** broaden 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.

### PRIMARY ADVANTAGE NATIONAL TEACHING SCHOOLS

Primary Advantage has achieved teaching school status. Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced school staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and

Find out more information about Primary Advantage Federation by visiting [www.primaryadvantage.co.uk](http://www.primaryadvantage.co.uk)

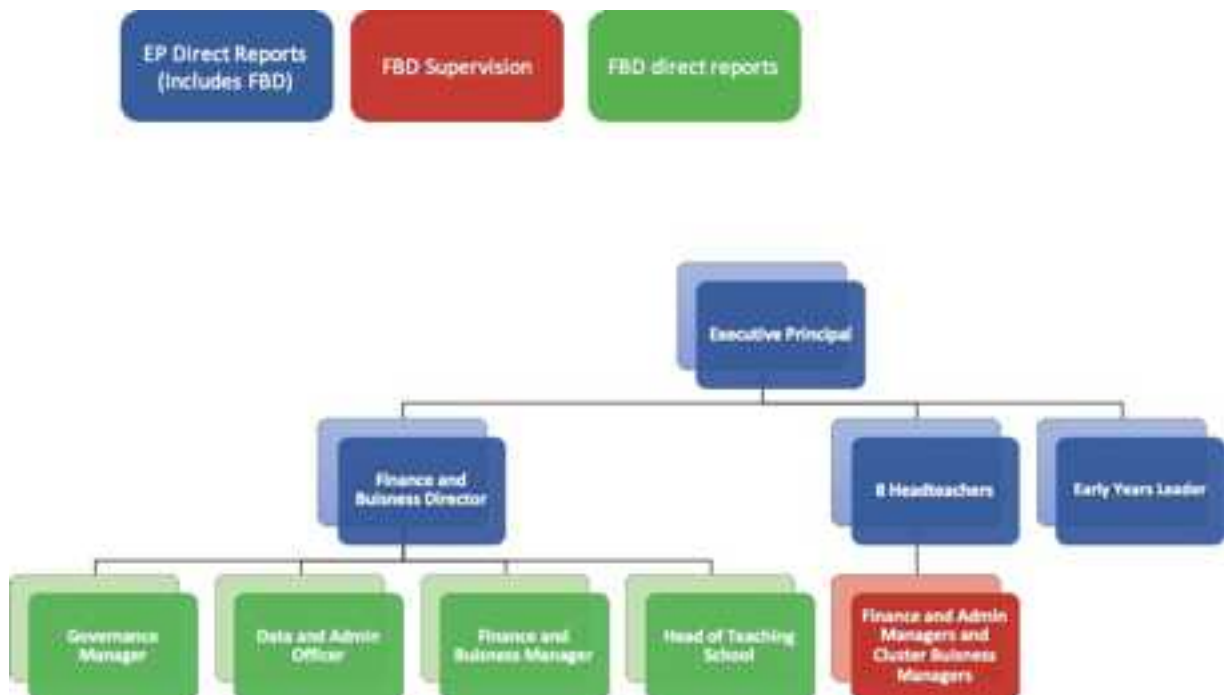




## Primary Advantage Structure



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.



As a hard federation our annual single central budget is £20 million. Delegated schools budgets range from £1.7 million to £3.8 million. Income and budgets are managed centrally with schools having delegated responsibility and accountability for spending with central oversight and reporting. The Federation holds a central reserve fund as part of our resourcing policy. Our funding is drawn down and we are accountable for spending and audits to Hackney local authority.

# Job Description - Finance and Business Director

**Post Title:** Finance and Business Director  
**Reports to:** Executive Principal  
**Salary:** PO13 plus a a market uplift

## Role Overview:

- Provide high quality leadership and management of the Federation's finance and business functions so the Federation and its schools can run smoothly, efficiently and effectively in the delivery of its core aims.
- Ensure sound and appropriate financial governance and risk management arrangements are in place
- Actively contribute to the work of the Governing Board, Executive Team (ET) and Joint Leadership Group (JLG)
- Manage projects and new initiatives promoting the highest standards of business in the ethos of the administrative function of the school and ensures the most effective use of resources in support of the Federation's objectives.

## Key Tasks and Responsibilities:

### Finance and Administration

- Provide strategic guidance, leadership and management of all the Federation's finances, advising Executive Principal, Governors and Headteachers on all financial matters relating to the Federation.
- To have overall responsibility for the Federation and Teaching Schools annual and long term budget; taking the lead role in developing, setting and monitoring the annual budget and advising the EP and Governors appropriately.
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- Provide strategic guidance, leadership and management of all the Federation's finances, advising the Executive Principal, Governors and Headteachers on all financial matters relating to the Federation.
- To have overall responsibility for the Federation and Teaching Schools annual and long term budget; taking the lead role in developing, setting and monitoring the annual budget and advising the EP and Governors appropriately.
- Liaise with school based staff in developing, setting and monitoring the annual and long term budget for each school, advising the EP and Governors appropriately.
- Advise Headteachers on financial strategies which support and develop the educational aims and ethos of the Federation and individual schools.
- Monitor the spending plans of each of the individual schools within the Federation by holding Finance and Admin Managers to account and making any subsequent recommendations to the governors as required.
- To work with leaders and Governors to maximise earned income from the Federation's assets, including commercial trading, intellectual property and joint ventures through an enterprising approach to business development and partnerships.
- Ensure that Financial Standards are complied with through monitoring and compliance assessment, in line with current legislation and the requirements of Companies House, Charities Commission, HMRC, Pension providers and the Federation's Financial Procedures other organisations as required.
- To develop robust financial management policies, processes and reporting systems that satisfy audit requirements.
- To ensure the Federation has in place sound internal control, risk management and assurance processes. • Prepare year end accounts and produce and present regular, detailed financial reports on revenue and capital funds to the EP, HTs, Governors and LAB members.
- Ensure the payroll function for all staff operates effectively, including the management of pension schemes and associated service.
- Maintain oversight of contracts and SLAs and investigate op-ons for joint or central procurement Ensure best value principles are applied to all appropriate purchasing decisions and ensure appropriate procurement processes are in place.
- Develop and maintain a strategic financial plan that indicates trends and requirements of the federation and forecasts future budgets.
- Provide financial benchmarking for schools and the federation.
- Maximise potential income generation.



- Ensure systems, processes and procedures are robust and meet the needs of the changing educational environment, and all finance staff are fully equipped to meet the needs of the schools and Federation.
- Attend governance meetings, to provide reports, advice and action recommendations.

#### **Governance Management:**

- Oversee the effective functioning of the Governing Board and Local Advisory Boards and support the Governance Manager in the organisation of the work of the governing body.

#### **Administration, Policies and Procedures**

- Liaise with HR and other services to provide effective systems and processes for all areas of administration, policy and procedure

#### **Corporate and Social Responsibilities**

- Contribute to sustainable development by delivering economic, social and environmental benefits for all stakeholders

#### **Facilities Management**

- Provide oversight of FM functions in each school liaising with Head teachers and school based Premises Managers as appropriate

#### **Human Resources**

- Liaise with HR Services to provide accurate and thorough Human resources support to schools in the Federation

#### **Other Strategic Responsibilities**

Provides strategic business leadership for the business services for the federation and it's Teaching Schools Alliance including:

- Monitor and assess own performance and take a proactive approach to professional development. Interpreting new legislations and identifying these implications for the Federation;
- Establishing standard operating procedures and other processes (including IT systems) to maximise efficiency and provide service continuity;
- Developing and sharing good practice across the federation and partnerships with other schools and relevant bodies.
- Attend external meetings on behalf of the Federation and report back to appropriate par-es and perform ac-ons as necessary.
- Supporting and enhancing the strategic development of the Primary Advantage National Teaching School and providing direction and support to enable it to reach its full potential.
- Working with IT support companies to develop IT provision across each of the schools within the Federation

#### **To be Noted**

- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager
- The post holder must at all times carry out his/her responsibilities with due regard to the Federation's policy, organisation and arrangements for Safeguarding, Health and Safety at Work and equality and diversity

# Finance and Business Director Competencies

**Job Title:** PO13 Finance and Business director

**Reports to:** Executive Principal

**Salary:** PO13 plus the opportunity of a market uplift up to £8,000

## Qualifications

### Essential

- Educated to degree level or equivalent.

### Desirable

- An accounting qualification from a CCAB organisation
- Other relevant qualification

## Knowledge and Experience

### Essential

- A successful track record in a senior finance role
- Accounting experience at a high level in a public service context
- Experience of managing complex budgets, providing budget analysis, monitoring and forecasting and identifying actions required.
- Experience of project management
- Experience of managing teams in a large organisation
- Experience of generating income and preparation of grant funding bids
- Knowledge of relevant policies/codes of practice and legislation
- Strong commercial awareness
- Knowledge and experience of procurement, contracts management and project management
- Experience of using a range of IT solutions to support the effective running of an organisation

### Desirable

- Accounting experience at a high level in an education based context.

## Skills and Abilities

### Essential

- Highly developed IT skills in a range of fields including but not exclusively finance, data management and risk
- Excellent organisational, leadership, planning and project management skills
- Excellent written and oral communication skills and the ability to communicate with a range of audiences
- Ability to interpret complex regulations in a range of fields including but not exclusively finance, health and safety
- Ability to produce in depth analysis and reports
- Ability to work under own initiative and rigorous in following tasks through to completion
- Ability to work effectively as part of a team
- Ability to work with agility in a range of contexts and when under pressure

## Contact Us

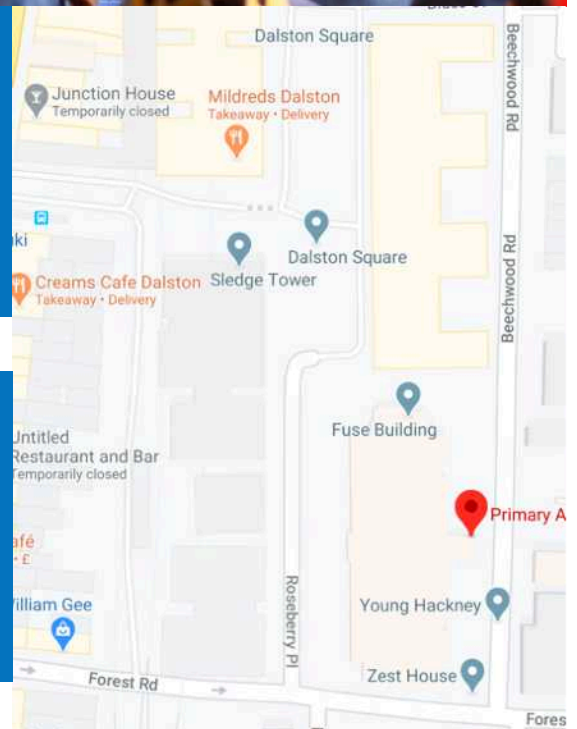


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Website: [www.primaryadvantage.co.uk](http://www.primaryadvantage.co.uk)



Due to the current COVID-19 Pandemic, most schools are not allowing visitors on site. However, if you would like to know more about our schools and Primary Advantage, please get in contact and we will try to accommodate you. Due to the changing environment in regards to government guidance for COVID-19 we cannot confirm if your interview will be face-to-face or via online methods. If you are self-isolating during the interview period, please let us know and we will make alternative arrangements if our interviews are face-to-face