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Primary Advantage Federation

Application Pack

Federation Finance and Administration Manager



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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 Federation Finance and Administration Manager. I hope this pack supports you in finding out more about Primary Advantage and starting your application. We are keen to meet you and welcome visits to our schools.

Primary Advantage is a federation of eight schools within Hackney. We have four Church of England schools and four Community schools.

The Federation Finance and Administration Manager is a key member of the Federation Executive Team. The Finance and Administration Manager provides high quality management of the Federation's finance functions so the Federation and its schools can run smoothly, efficiently and effectively in the delivery of its core aims. The Finance and Administration Manager ensures that the Federation financial governance and risk management arrangements are followed.

The pack includes some background information about the federation, information about the application process and the job description.

The closing date for this application is: Monday 15th July at 12pm

Interviews for shortlisted candidates will take place on: Monday 22nd July. Please note, you will need to make yourself available for the whole day.

We are looking for a self motivated, approachable and organised individual to be a part of our team at Primary Advantage. Our schools are exciting places which have high aspirations and promote innovation and excellence. We offer a professional and supportive work environment and a hardworking, motivated and caring team to work with.

If you are hardworking and willing to work as a team we would like to hear from you.

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 or email enquiries to recruitment@primaryadvantage.hackney.sch.uk.

Please send completed application forms to recruitment@primaryadvantage.hackney.sch.uk

Kind regards,

Sian Davies
Executive Principal

Application Process

Salary: P06 (£48,252—£49,203)

Application Closing Date: Monday 15th July 2019

Interview Date: Monday 22nd July 2019. *Please bear in mind that you will need to make yourself available for the whole day.*

1. Please ensure that you have read the application pack thoroughly.
2. Complete the application form; CVs will **not** be accepted. Please note, alongside your application form, you will be asked to submit a [supporting statement reflecting your capabilities for this role](#). Without these documents, we may be unable to process your application.
3. Please specify the role you are applying for. The reference number for this application is: **PA/FAM18**
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**.
5. Completed applications should be sent by email to 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.

Shortlisted candidates will be asked to complete tasks and a formal interview. present an activity and will be advised of the details of the tasks prior to interview.

Please note that the interview process may take place throughout the day to accommodate for the task provided on the day.

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 **Tuesday 23rd July 2019** to confirm as to 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.

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

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/



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/

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/



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/

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/



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/

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





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 and 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 eight 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 learning 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 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 our Teaching School 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 Teaching Schools

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

St John and St James, Holy Trinity and Springfield are designated teaching schools, working in collaboration with the other five schools in the federation. The schools work in partnership with primary schools across the borough and beyond and play a key role within the Primary Advantage National Teaching Schools Alliance.

Our work on improving provision for children will continue to see us working in partnership with schools in Hackney, across London and beyond. We will be working closely with our strategic partners; The Institute of Education and Hackney Learning Trust, to effectively deliver Initial Teacher Training (School direct and PGCE), Continuous Professional Development, talent management, school to school support, the brokering of Specialist Leaders of Education and research and development. Primary Advantage Teaching School Alliance will see all schools within the alliance achieving more together.

Teaching Schools provide opportunities for teachers across the federation to grow through:

- excellent opportunities for professional development in a unique and dynamic context;
- opportunities for collaboration and shared experiences through our teacher learning networks and learning festivals;
- career progression opportunities through a range of leadership programmes and opportunities to be recognised as Specialist Leaders of Education and Lead Practitioners.

Job Description - Finance and Administration Manager

Post Title: Finance and Administration Manager
Reports To: Executive Principal, Finance and Business Director
Indirect Supervision: 8 School based Admin and Finance/Business Managers

Role Overview:

- Provide high quality management of the Federation's finance functions so the Federation and its schools can run smoothly, efficiently and effectively in the delivery of its core aims
- Ensure Federation financial governance and risk management arrangements are followed.
- Support Federation schools in producing, monitoring and reporting on budgets.
- Manage projects and new initiatives promoting the highest standards of finance in the ethos of the administrative function of the schools and ensures the most effective use of resources in support of the Federation's objectives.

Key Tasks and Responsibilities:

Finance and Administration

- Working with the Finance & Business Director, support school based staff in developing, setting and monitoring the annual and long term budget for each school.
- To Monitor the spending of each of the individual schools within the Federation by analysing monthly accounts submissions with the school based staff.
- Prepare monthly management accounts for the consolidated Federation position.
- Manage remittances including recharges, deductions and additions for the disbursement of monthly funds to Federation schools.
- Manage and process monthly payments to schools in line with the remittances calculated.
- Support the Finance & Business Director to 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 implement Federation financial management policies, processes and reporting systems.
- Support the Federation 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.
- Support oversight of contracts and SLAs and investigate options for joint or central procurement.
- Ensure best value principles are applied to all appropriate purchasing decisions and ensure appropriate procurement processes are in place.
- Assist the Finance & Business Director in developing and maintaining a strategic financial plan that indicates trends and requirements of the federation and forecasts future budgets.
- Support financial benchmarking for schools and the federation.
- Support maximisation of income generation including delivering external training.
- 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.
- Work with the Finance & Business Director to prepare information and papers for governance meetings, to provide reports, advice and action recommendations.
- Present papers at governance meetings as required.

- Train and support Finance & Administration Managers in Finance systems and processes.
- Support Finance & Administration Managers during school audits.
- Support schools directly during absence/vacancy of Finance & Administration Managers. 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.

Administration, Policies and Procedures

- Support the development of finance related policies and procedures.

Corporate and Social Responsibilities

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

Other Strategic Responsibilities

Work with the Finance & Business Director to provide strategic finance support for the federation and it's Teaching Schools Alliance including:

- Monitor Monitoring 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 parties and perform actions as necessary.

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

Person Specification

Qualifications

Essential

- Educated to degree level or equivalent.

Desirable

- An accounting qualification
- Other relevant qualification

Knowledge and Experience

Essential

- A successful track record in a finance management 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 generating income and preparation of grant funding bids
- Knowledge of relevant policies/codes of practice and legislation
- 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.

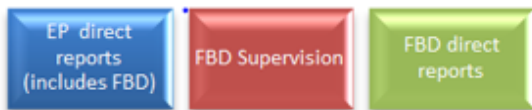
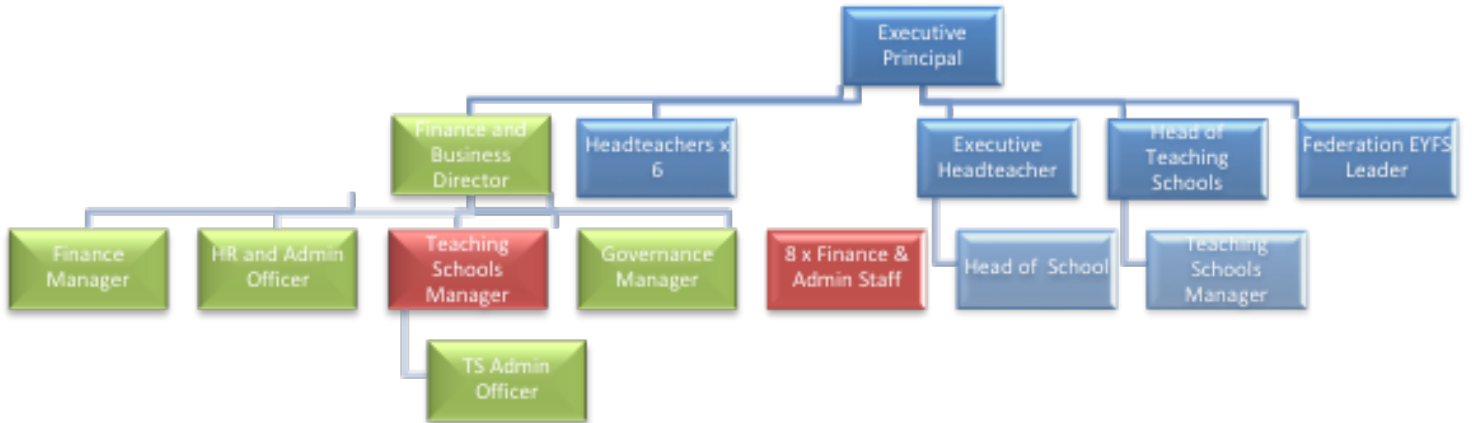
Skills and Abilities

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

Primary Advantage Structure Chart

Key:





Primary Advantage Federation
Holy Trinity Primary School
Beechwood Rd
Dalston
London
E8 3DY
Tel: 020 7254 1010
www.primaryadvantage.co.uk

[St John & St James CE Primary School](#)

[Holy Trinity CE Primary School](#)

[Springfield Community School](#)

[St Matthias CE Primary School](#)

[St John Baptist CE Primary School](#)

[Morningside Primary School](#)

[Gainsborough Primary School](#)

[De Beauvoir Primary School](#)