

# Primary Advantage Federation

## Cluster Finance and Administration Officer



We are a group of schools working together because we believe our schools can gain many benefits from working collaboratively.

We are looking to appoint an experienced and dynamic professional as Cluster Finance & Admin Officer, working across Morningside Primary School and De Beauvoir Primary School in the Federation. This is a permanent post. The successful candidate will demonstrate they have the ability and knowledge to help drive back-office functions across settings with their own distinct identities. A proven team leader used to maintaining efficient service within a busy environment, the individual will be able to identify priorities and manage workloads to meet deadlines. Given the nature of the role, a flexible approach, collaborative manner and motivational attitude are key skills to possess.

Responsibilities will be wide-ranging, from Finance tasks such as budget monitoring and centralised procurement, to HR duties such as recruitment and retention. The post holder will work closely with, and be fully supported by, the Cluster Finance and Admin Manager, as well as the wider Federation staff body.

The successful candidate will:

- provide accurate and detailed reports to stakeholders
- have excellent IT Skills including Microsoft Office
- have substantial knowledge regarding finance
- be an effective communicator who is able to lead, multi-task and work as part of team
- Work efficiently to tight deadlines and have excellent literacy and numeracy skills
- be prepared to play a full and active part in the life of both schools.

To view or download our application pack, please visit [primaryadvantage.co.uk/about-us/our-federation/current-vacancies](http://primaryadvantage.co.uk/about-us/our-federation/current-vacancies). For vacancy enquiries, please contact our Cluster Finance and Admin Manager, Michael Haddon at [finance@morningside.hackney.sch.uk](mailto:finance@morningside.hackney.sch.uk)

**Start date:** As soon as possible, but willing to wait until September 2021 for the right person  
**Hours:** 25 hours per week (9:15am – 3:15pm, with a 60 minute unpaid break). Term time only  
**Closing date:** Friday 4<sup>th</sup> June 2021 at 5pm  
**Interviews:** Friday 11<sup>th</sup> June 2021 (Please make yourself available for the whole day)  
**Scale:** SO2 (Spine points 27-29, FTE annual salary = £33,759-£34,986)  
Pro rata/actual salary = £20,785-£22,028 (depending on prior length of service)

Successful applicants 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.