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**Primary Advantage Federation**

**Application Pack**

**Cluster Finance and Administration Officer**





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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 Cluster Finance and Administration Officer. 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.

The Cluster Finance and Administration Officer will be supporting two of our Community schools within our Federation - De Beauvoir and Morningside. The Cluster Finance and Administration Officer will be responsible for undertaking administrative, financial and organizational processes within the schools.

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: Friday 4<sup>th</sup> June 2021 at 5pm.**

**Interviews for shortlisted candidates will take place on: Friday 11<sup>th</sup> June 2021.**

(Please note, you may 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.

**We would like the successful candidate to start as soon as possible, but are willing to wait until September 2021 for the right person. The pattern of working hours may be somewhat flexible for the successful candidate too, for instance reducing the length of unpaid break and altering the start/finish times slightly.**

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 Michael Haddon on [finance@morningside.hackney.sch.uk](mailto:finance@morningside.hackney.sch.uk)

Please send completed application forms to [recruitment@morningside.hackney.sch.uk](mailto:recruitment@morningside.hackney.sch.uk)

Kind regards,

Sian Davies  
Executive Principal





# Application Process

**Salary:** SO2, Spine points 27-29, FTE annual salary = £34,689-£35,949

Pro rata/actual salary = £20,785 - £22,028 (depending on prior length of service)

**Application Closing Date:** Friday 4<sup>th</sup> June 2021 at 5pm

**Interview Date:** Friday 11<sup>th</sup> June 2021.

*Please bear in mind that you may 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: **MS-DB/CFA21**
4. Should you have any queries about the application process please contact Michael Haddon on [finance@morningside.hackney.sch.uk](mailto:finance@morningside.hackney.sch.uk)
5. Completed applications should be sent by email to [recruitment@morningside.hackney.sch.uk](mailto:recruitment@morningside.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. Candidates will be notified 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 tasks 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 **Monday 14<sup>th</sup> June 2021** 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 Church of England Primary School based in Hackney Central. 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 Church of England Primary School located in Dalston. 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 Community Primary School located close to the borders of Hackney and Haringey. **"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 Church of England Primary School located in Stoke Newington. 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  
CHURCH OF ENGLAND SCHOOL

St John the Baptist is a Church of England Primary School located in Hoxton. 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 a Community Primary School located in Hackney Central. The Headteacher is Janet Taylor. Our School motto is **"Achieving and Aspiring Together"**. For more information, please visit our website: [www.morningside.hackney.sch.uk](http://www.morningside.hackney.sch.uk)



Gainsborough is a Community Primary School located in Hackney Wick. 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 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](http://www.debeauvoir.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 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.



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.



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.



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.



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.

# Job Description - Cluster Finance and Administration Officer

<b>Post Title:</b>	Cluster Finance and Administration Officer
<b>Reports To:</b>	Headteachers of De Beauvoir and Morningside, Cluster Finance and Admin Manager
<b>Working Site:</b>	De Beauvoir for 3 days a week and Morningside for 2 days a week
<b>Contract:</b>	Permanent
<b>Working Weeks:</b>	Term Time Only
<b>Hours:</b>	25 Hours per week (9:15-3:15)
<b>Salary:</b>	SO2 (pro rata)

## Purpose of the post:

- Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

## Main Duties and Responsibilities:

### Organisation

- Deal with complex reception and visitor matters.
- Contribute to the planning, development and organisation of support service systems/ procedures/ policies.
- Organise school trips/events in line with school policy.
- Supervise, train and develop staff as appropriate.

### Administration:

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing, word processing and complex IT based tasks.
- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support to the Governing Board.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc, including those to outside agencies e.g. DFES.
- Undertake the administration of payroll systems.

### Resources:

- Undertake the administration of payroll systems.
- Operate relevant equipment/complex ICT packages.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Manage uniform/snack/other 'shops' within the school.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with the marketing and promotion of the school.
- Manage administration of facilities including use of school premises.
- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Manage expenditure within an agreed budget.



### **Responsibilities:**

- Contribute to sustainable development by delivering economic, social and environmental benefits for all stakeholders
- Comply with and assist with the development of policies and procedure relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### **General Requirements:**

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

# Person Specification

## Qualifications

### Essential

- NVQ Level 3 or equivalent qualification or experience in relevant discipline.

## Experience

### Essential

- Experience of development, management and operation of administrative systems.

## Knowledge

- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

## Skills and Abilities

### Essential

- Very good numeracy skills.
- Effective use of ICT and other specialist equipment/resources.
- Very good ICT skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Display commitment to the protection and safeguarding of children and young people.





Primary Advantage Federation  
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Dalston  
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[www.primaryadvantage.co.uk](http://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