

Morningside Primary School is looking to recruit a self-motivated, approachable and organised individual to manage our administration team as Finance & Administration Manager. The role is broad, involving financial, premises and people management.

*The successful candidate will:*

*have considerable finance and administration experience, preferably in a school or education context*

*have knowledge of Management Information Systems*

*have excellent IT skills*

*work efficiently to tight deadlines and have excellent literacy and numeracy skills*

*be an effective communicator who is able to lead, multi-task and work as part of team.*

*be prepared to play a full and active part in the life of the school*

*In return, we can offer:*

*wonderful and keen children*

*a hardworking, motivated and caring team*

*a professional and supportive work environment*

*Hours: 36 hours per week, Term time plus 15 days*

*Scale: P03 £46,053 - £48,063 (£43,041- £41,920 pro rata)*

#### **About us**

Morningside Primary School is a two-form entry Primary School located in Hackney. We are a Federation of eight schools called Primary Advantage. 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.

Visits are warmly welcomed and encouraged. Please contact the school's Data Officer, Yvonne Coy at [data@morningside.hackney.sch.uk](mailto:data@morningside.hackney.sch.uk) to arrange a visit to the school.

**Start date: As soon as possible**

**Closing date: 9th April 2024 @ 12pm**

**Interviews: TBC**

*Successful applicants 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.*

*Primary Advantage Federation – Schools Achieving More Together*

*St John & St James, Holy Trinity, St John the Baptist, St Matthias CE Primary, Springfield, Morningside, Gainsborough and De Beauvoir Primary Schools.*