

PA Primary Advantage Federation

**Application Pack
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 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 Finance and Administration Manager will work at **Morningside Primary School**, supporting the school's needs and working in collaboration with the central federation team. You will be responsible for undertaking administrative, financial and organisation processes within the school, leading the school admin team.

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: Wednesday 24th April 2024 12pm

Interviews for shortlisted candidates will take place on: Thursday 2nd May 2024

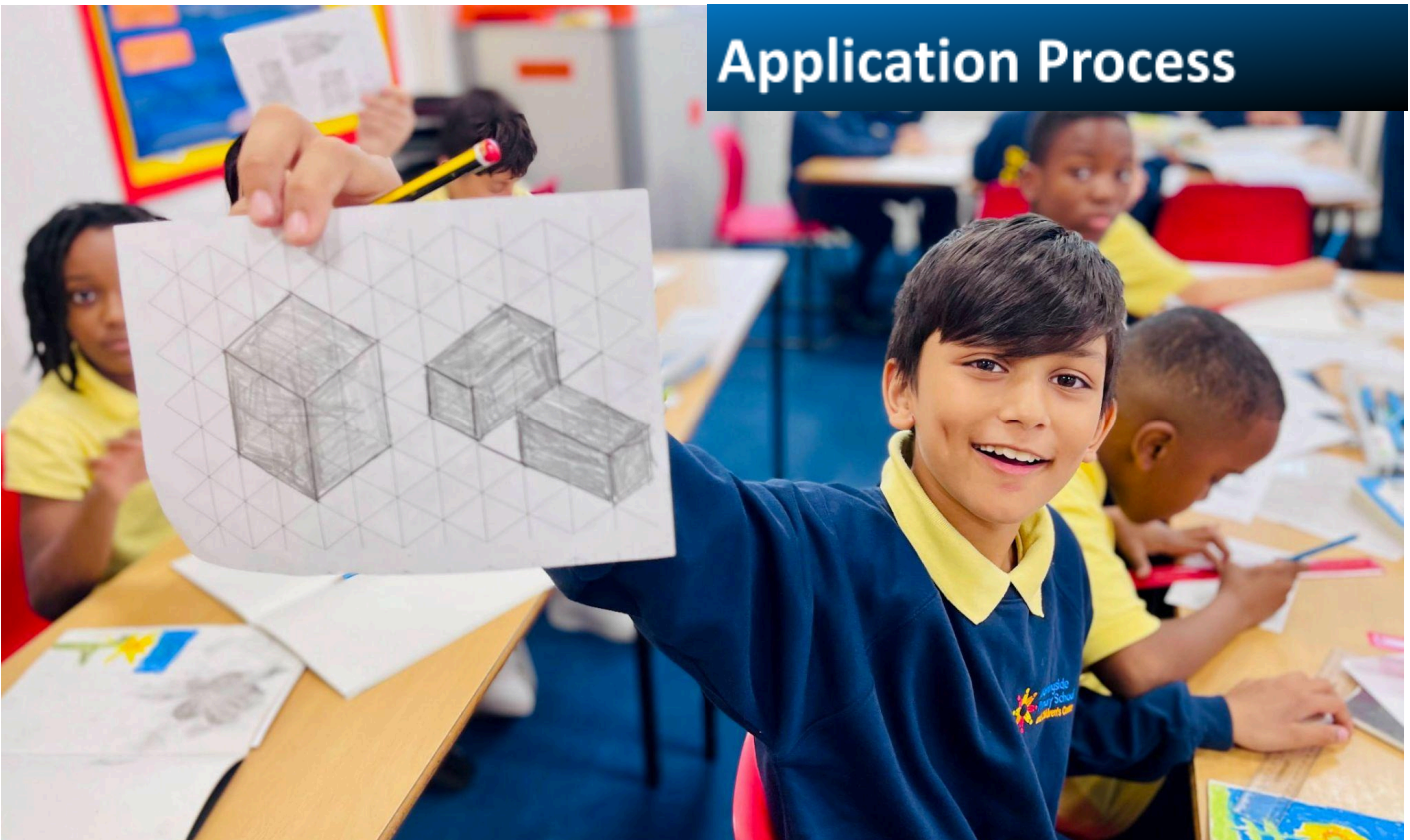
We are looking for a self motivated, approachable manager with excellent organisational skills to lead the administration of the school. Our schools are exciting places to work which have high aspirations for pupils and staff and promote innovation and excellence. We offer a professional and supportive work environment and supportive and committed colleagues.

More information about Morningside Primary School can be found on the school website. If you have any questions or would like to arrange a visit, please contact Yvonne Coy on 0208 985 5382 or email enquiries to data@morningside.hackney.sch.uk.

We look forward to hearing from you.

Jo Smith
Executive Headteacher
Morningside Primary School

Application Process



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: [FAM/MS/2023](#)
4. Completed applications should be sent by email to data@morningside.hackney.sch.uk
5. Candidates are advised that when completing the references section on the application form, please ensure that:
 - Your first referee must be your current, or most recent employer
 - You provide a referee who can confirm your suitability for the role

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.

As part of the federation's compliance with KCSiE, shortlisted candidates will be asked to provide their social media handles for an online search to be carried out prior to interview. We will never ask for passwords, we just wish to view candidates' social media postings to ensure they are suitable to work within our federation.

Shortlisted candidates will be asked to complete tasks and a formal interview.

Please note that the interview process may take place over the course of a day to allow for the time it takes to carry out the tasks.

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.

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 Jo Smith and Grace Gladstone, 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 one-form entry Church of England Primary School located in Dalston. The Headteacher is Catherine Thomas. 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 Anna Case. **"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-form entry Church of England Primary School located in Stoke Newington. The Headteacher is Lucy Blewett. 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
CHURCH OF ENGLAND SCHOOL

St John the Baptist is a two-form entry Church of England Primary School located in Hoxton. The Headteacher is Toni Mason. 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 Jo Smith. Our School motto is **"Achieving and Aspiring Together"**. For more information about our school, please visit our website: www.morningside.hackney.sch.uk/



Morningside Primary School
and Children's Centre
Achieving and Aspiring Together



Gainsborough is a one-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 one-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



Job Description - Finance and Administration Manager

Post Title:	Finance and Administration Manager
Responsible for:	Data and Admin Officer Finance Admin Assistant Premises Manager Cook Supervisor
Reporting to:	Headteacher
Based at:	Morningside Primary School
Other Key Working Relationships:	Federation Business Team Federation Executive Principal Morningside Pastoral Team Local Advisory Board Hackney Education Services Morningside Children's Centre Leadership
Working hours:	36 hours, All Year Round (with annual leave)
Grade and Salary	PO3: Full time equivalent £43,701 - £45,711 (at Sept 2023)

ROLE PURPOSE

To support the strategic aims of the school and children's centre, ensuring pupils are able to achieve their full learning potential through professional leadership and delivery of support services as follows:

Financial Management Responsibilities

- Strategic financial planning and forecasting
- Ensuring effective use of resources (monitoring income, expenditure and best value)
- Production of Financial Management information in line with defined timetables for reporting
- Maximising income generation for the school
- Ensuring financial compliance with defined financial regulations and investigating any irregularities found
- Leading the school participation in audits
- Line managing and directing the work of the finance assistant

Premises Management Responsibilities

- Managing the administrative elements of site compliance - eg. statutory testing; H&S: recording, dissemination of information and guidance, and reporting; contract management; utilities usage monitoring
- Monitoring and recording the safety, aesthetic and security of the school and children's centre premises and grounds
- Planning and overseeing building works
- Carrying out risk assessments in liaison with the site manager and ensuring completion of the appropriate records
- Ensuring emergency management policy and procurement is in place and practised regularly
- Managing external premises contractors and monitor their service delivery in line with school expectations
- Ensuring appropriate insurances are in place
- Line managing the premises manager

Job Description - Finance and Administration Manager

Whole School & CC HR Management Responsibilities:

- To maintain a comprehensive and accurate school Single Central Record, carrying out DBS checks on new employees and re-checking established employees within defined deadlines
- To line manage and oversee the work of the data and admin officer as follows to ensure compliance and good practice in:
 - Recruitment process for all school-recruited staff
 - Implementation of KCSIE and employment legislation and policy
 - Ensuring a fully accurate staff MIS
 - Submission of data and census returns relating to workforce
 - Whole staff communications
 - Admissions
 - Monitoring staff absence
- To manage changes to staff contracts, including liaison with the school's payroll provider
- To manage the monthly and ad-hoc payroll processes

Other Admin Management Responsibilities

- Ensuring the highest possible level of pupil attendance through:
 - Monitoring of pupil attendance within MIS
 - Analysis of attendance data
 - Intervention planning
 - Participation in joint working with internal and external partners
- Actively supporting the development and implementation of best practice across federation schools through the PAF F&A network
- Facilitating the highest quality stakeholder experience for parent/carers, including managing the communications platforms (eg):
 - Face to face
 - Electronic (Email and school website)
 - Letters
- Managing and developing the school's IT systems in liaison with expert external consultant
- Managing the school's GDPR responsibilities in all aspects of own work and through supervision and direction of admin team
- Line managing the cook supervisor

General Expectations

- Safeguarding pupils is of the highest importance to our school and federation and staff are expected to be aware of and compliant with safeguarding policies and practice
- The wellbeing of staff is important to our school and federation and colleagues are expected to treat one another with respect and care
- Line management responsibilities include directing and supporting staff and facilitating the best conditions for them to succeed in role (eg. training, mentoring) and following agreed line management processes such as regular 1:1s and performance appraisals
- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information
- The postholder may be required to work outside normal school hours on occasion, with due notice
- Because this post allows substantial access to children, candidates are required to comply with school procedures in relation DBS and all pre-employment checks.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
Qualifications		
NVQ4/first degree or equivalent	X	
Professional qualification relating to the role (eg. business and administration, finance/accountancy/HR)		X
Experience Of		
Budget monitoring and analysis of financial reports	X	
Day-to-day financial administration (such as bank reconciliation)	X	
Financial reporting to a range of stakeholders	X	
Maintaining high levels of administration within a busy education or similar public sector environment		X
Writing business proposals and making recommendations to school leaders		X
Facilities and premises management		X
Line management of a team	X	
Skills In		
Decision-making	X	
Working independently and managing the work of others appropriately	X	
Analysis of complex information and ability to explain it to others	X	
Negotiation and problem-solving	X	
IT appropriate to the role, including financial management systems	X	
Communication (with a range of audiences)	X	
Prioritisation and adapting to changing demands	X	
Supporting a team and enabling each team member to reach their full potential	X	
Objectivity and sensitivity when dealing with colleagues, pupils, parents and other stakeholders		
Knowledge And Understanding Of		
Relevant legislation (eg. DPA, FOI, KCSIE, employment law)	X	
When it is appropriate to act (within guidelines) and when it is appropriate to take expert advice		X

Professional Expectations

The table below outlines the expected professional behaviours which we expect all our staff to demonstrate at a level appropriate to their role. The elements highlighted are behaviours which may be assessed within interview or task:

Category of Behaviour	Description
Managing self and personal skills	Being aware of own behaviour and how it impacts on others
	Enhancing personal skills to adapt professional practice to business needs
	Being aware of and honest about own areas of strength and development needs
	Taking responsibility for own mistakes and sharing team success
Delivering excellent service	Providing the best experience to pupils, parents and colleagues
	Building strong and trusting working relationships to improve team's delivery
Finding solutions	Seeing beyond own area of work to understand departmental or school goals
	Engaging enthusiastically in the purpose of the whole organisation
	Recognising the importance of individuality and creativity in innovating
Working flexibly	Being open to new ideas and ways of working
	Adjusting to unfamiliar situations and shifting demands/needs by thinking flexibly and giving new things a try
	Working with rigour and going the extra mile
Maximising efficiency and effectiveness	Capitalising on centralised services and systems and procedures for sharing resources and practice
	Being mindful of sustainability and reduction of physical waste
	Managing own time effectively to complete directed tasks and activities
	Allocating appropriate time and resources when directing others and setting achievable deadlines
Committing to the organisation	Developing an understanding of the education context in which we work
	Showing commitment to the federation and school's vision and values
Developing self and others	Showing commitment to own ongoing professional development
	Supporting others to feel safe, secure, known, valued and motivated to reach their full potential
	Spotting talent and creating opportunities for staff at all levels to receive high quality training and leadership experiences
Working together	Working collaboratively with others to achieve organisational goals
	Recognising and valuing the different lived experiences that people contribute to a shared project or activity
	Pooling expertise and resources to achieve collectively what may not be achievable individually
Getting results	Taking personal responsibility for getting things done
	Consistently meeting objectives and success criteria
	Moving incrementally towards excellence in all aspects of one's work



Primary Advantage Federation
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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