



# Gainsborough Primary School



## Administration Officer

### (HR & Finance Responsibility)

Gainsborough is a one-form entry Primary School located in the heart of Hackney Wick; we also have a children's centre and offer preschool provision to babies from the age of 6 months. 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.

We are looking for an individual who is flexible, approachable, adaptable, works well under pressure, is able to priorities their own workload and understands the ever-changing nature of a busy school office environment. The main duties of this role are to provide efficient and effective reception, administrative and clerical support. The successful applicants will be responsible for the management of the maintenance of various school databases for pupil and staff records, maintenance of the school's financial management system (FMS), schools ordering processes and the provision of other administrative support for the Cluster Finance & Admin Manager, Executive Headteacher and other members of staff as necessary.

#### **The successful candidate will:**

- have administration experience, preferably in a school or education context
- have excellent IT skills including Microsoft Office products, SIMS/Arbor and FMS
- work efficiently to tight deadlines
- have excellent literacy and numeracy skills
- be an effective communicator who is able to lead, multi-task and work as part of a 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

This position is currently being offered on a fixed term contract (August 2023) with the view of being extended to a permanent contract at the end of this period.

Visits are warmly welcomed and encouraged. For queries in regards to this post, or to return your applications, please contact our Cluster Finance and Admin Manager, Nikki Lawrence, at [finance@gainsborough.hackney.sch.uk](mailto:finance@gainsborough.hackney.sch.uk)

**Start date:** as soon as possible (May 2022)  
**Hours:** 8.00am to 5.00pm Monday to Friday, term-time only (40 hours per week – one hour break each day)  
**Closing date:** Friday 6<sup>th</sup> May 2022 at 9.00am  
**Interviews:** week commencing Monday 9<sup>th</sup> May 2022  
**Scale:** 5, Points 12-15 (£27,008-£28,495 FTE) - £26,565-£27,458 pro rata amount

For more information about our school,  
please visit our website at [www.gainsborough.hackney.sch.uk](http://www.gainsborough.hackney.sch.uk)

**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.