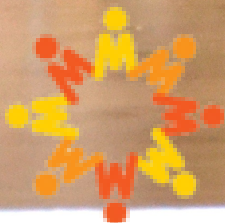




**Morningside Primary School**

**Finance and Admin Assistant Application Pack**



**Morningside Primary School**  
and Children's Centre



**Contents Page**

- 3 Welcome
- 4 About us
- 5 Working in partnership
- 6 Working with the community
- 7 School development plan
- 8 Job description: **Finance and Admin Assistant**
- 10 Personal Specification: **Finance and Admin Assistant**
- 11 How to apply
- 12 Contact information

**Morningside Primary School 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 very much for your interest in the role of **Finance and Admin Assistant** at Morningside Primary School. I hope you will find this information a useful introduction to our school.

Morningside is an outstanding two-form entry primary school in the London borough of Hackney, located very close to Hackney Central in the heart of a vibrant and exciting community. Our children come from truly diverse backgrounds, many different languages are spoken. Our school has been through a period of considerable change over the last few years and our aim is to build on the hard work that enabled the school to make rapid improvements and to secure excellent learning opportunities for all of our families.

We are seeking a **Finance and Admin Assistant** who is a self-motivated, approachable and organised individual to provide efficient and effective reception, administrative and clerical support. The successful applicant will be responsible for the management of the school's reception, the maintenance of various school databases for pupil and staff records, and the provision of administrative support to the setting.

Our new **Finance and Admin Assistant** will join a very committed and hard-working staff body who all want to ensure that every child fulfills their potential, both now and in the future. If you share this vision and are committed to helping provide the best possible learning environment for children, we would like to hear from you.

Please find further guidance on Morningside, the type of colleague we are seeking to appoint and details on how to apply for the post within this pack.

We welcome and encourage school visits. Please contact the school office on 020 8985 5382 to arrange a suitable date and time.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Janet Taylor', written in a cursive style.

Janet Taylor  
Headteacher



## About Us

Morningside is a two-form entry primary school with a Children's Centre. The community is culturally and ethnically diverse and we pride ourselves on being an inclusive school.

Our age range is from 2 to 11 years old and we have more than 450 children on roll.

There are two classes in each year group with 30 pupils in each class.

We have two Nursery classes at the school and two in our Children's Centre with sessions in the morning and afternoon, with some children attending on a full-time basis.

Close to 50% of our pupils are eligible for free school meals.

65% of pupils speak English as an additional language.

Our on-site Children's Centre supports members of our community and is where the two year old nursery is situated.



### Our vision is for the school to be:

- A place where children can achieve their full potential in academic, creative, personal, physical, moral and spiritual development;
- A caring place where children and adults feel they make a contribution and are valued as individuals; A place where everyone is aware of their rights and responsibilities and where children learn respect for themselves and others.
- A partnership between children, parents, staff and the community as a whole.



## Primary Advantage Federation

Morningside Primary School is a part of the Primary Advantage Federation.

We are a group of schools working together because 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.

### WHAT IS OUR APPROACH?

- We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually
- We believe passionately in improving the life chances for our pupils
- We do not tolerate low expectations
- We match tried and tested strategies that we know work to the needs of the schools and use our experience of supporting schools in successfully implementing them
- We promote a **collaborative approach** whilst developing the capacity of each school to **serve its own community and retain its distinct identity**
- We recognise the importance of individuality, spontaneity and creativity in developing innovation

### WHAT OUTCOMES DO WE WANT?

- Every teacher is a good teacher; every school is a good school
- Teachers who use the most effective teaching methods to motivate learners and raise aspirations. As a result all pupils will make good or better progress
- Quality learning environments where pupils feel safe and secure, known and valued and motivated to learn. Robust teaching and application of ICT skills ensure our pupils are properly equipped for the next stage of learning
- Curriculum provision which inspires and motivates pupils and broadens their horizons. Our curriculum supports community cohesion through an international curriculum strand
- We work with precision and move incrementally towards achieving outstanding grades in the majority of aspects of each school's work
- Through pupil partnership work we continue to break down locally perceived boundaries and help pupils to work harmoniously with pupils from other areas of Hackney
- We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems

Find out more about Primary Advantage Federation  
by visiting  
[www.primaryadvantage.co.uk](http://www.primaryadvantage.co.uk)



## School Development Plan

Our key priorities are as follows:

### Leadership and Management

To develop leaders at all levels

### Quality of Education

Review and develop assessment and monitoring processes to ensure that post-lockdown support for learning and teaching is of the highest quality

To further develop pedagogy through high quality professional development

To develop oral communication so that all pupils can demonstrate understanding, express feelings and ask questions

To carefully monitor the progress of disadvantaged pupils and those who are not on target to meet end of year expectations

To further develop our provision and PPG strategy to ensure that disadvantaged pupils achieve well in all phases

To review and further develop our provision in RE, PHSE and RSE.

### Behaviour and Attitudes

To work with pupils and staff to eliminate labelling and bias

### Personal Development

To further improve our work with agencies and the wider community to ensure that the health and wellbeing of all pupils and families is a key focus

### Early Years Education

To use Early Adopter experience to support the full statutory roll out of the new framework in September 2021

To ensure that the EYFS curriculum supports progression, effective pitch and challenge

Develop leadership of EYFS



## Finance and Admin Assistant - Job Description

### JOB PURPOSE:

- ◇ Under instruction/guidance of senior staff: provide administrative and financial support to the school.
- ◇ To administer and prepare all school accounts and to assist in the preparation of budgets.

**Job Title:** Finance and Admin Assistant  
**Salary:** Scale 5 29,364 - 30,852 (27,566 - 28,963 Pro Rata)  
**Working Pattern:** Monday - Friday 10am to 6pm 37.5 hours (30 minute break)  
**Working weeks:** Term time only plus two weeks  
**Start Date:** As soon as possible

### MAIN DUTIES AND RESPONSIBILITIES:

- ◇ Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors.
- ◇ Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff, etc.
- ◇ Assist in arrangements for schools trips, events, etc.

### ADMINISTRATION

- ◇ Provide general clerical/admin support including photocopying, filing, faxing, completing standard forms and responding to routine correspondence.
- ◇ Maintain the manual and computerised records management information systems.
- ◇ Produce lists/information/data as required e.g. pupil's data
- ◇ Undertake typing and word processing and other IT based tasks.
- ◇ Take notes at meetings.
- ◇ Sort and distribute mail.

## **RESOURCES**

- ◇ Operate relevant equipment/ICT packages (e.g. Arbor, FMS, Word, Excel, Databases, Spreadsheets, Internet).
- ◇ Maintain stock and supplies, cataloguing and distributing as required.
- ◇ Provide general advice and guidance to staff, pupils and others.

## **FINANCE**

- ◇ Monitor expenditure and process Invoices for Payment. Raise and authorise payments to suppliers
- ◇ Bank all school income including school fund.
- ◇ Administer school fund and all related financial records
- ◇ To ensure all school debt is monitored and recovery actions are put in to place

## **Responsibilities:**

- ◇ Contribute to the overall ethos/work/aims of the school.
- ◇ Establish constructive relationship and communicate with other agencies/professionals.
- ◇ 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.

## **GENERAL:**

\* 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.

\* Take part in the school's performance management system.

\* Attend governing body meetings on a regular basis.

\* Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates who are selected for interview will be required to give details of any criminal convictions on their criminal self-record form and expected to disclose further information when requested.

\* Because this post involves working in a child-centred environment, candidates are required to comply with the school's procedures in relation to Keeping Children Safe in Education (2021). Successful candidates will be required to undergo an enhanced DBS check prior to confirmation of their appointment.





## Person Specification - Finance and Admin Assistant

### Qualifications

#### Essential

NVQ level 2 or equivalent qualification or experience in relevant discipline.

### Experience

#### Essential

General clerical/administrative/financial work.

### Knowledge

#### Essential

Knowledge of First aid

Knowledge of relevant policies/codes of practice and awareness of relevant legislation.

### Skills

#### Essential

Good numeracy/literacy skills. Excellent word processing and keyboard skills.

Effective use of ICT packages

Use of relevant equipment/resources.

Good keyboard 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 identify own training and development needs and cooperate with means to address these.

Display the commitment to the protection and safeguarding of children and young people.

## How To Apply

Applicants are asked to complete all the standard information required on the Primary Advantage application form, to submit a supporting statement, addressing all the criteria identified in the person specification.

Please specify the role you are applying for:

**quoting reference MS-FAA23**

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer
- You provide a referee who can confirm your ability for the role



**Completed application forms must be received by Tuesday 28th February 2022 by 12pm (noon) and emailed to:**

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

**Previous applicants need not apply**

**CVs will not be accepted**

**Interviews will be taking place on Friday 3rd March 2023**

*We look forward to receiving your application.*

## Successful Candidates

Candidates must ensure that if they are successful at interview, that 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 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.





## Where to find us

**Morningside Primary School**  
Chatham Place  
Hackney  
London  
E9 6LL  
Tel: 0208 985 5382  
Email: [finance@morningside.hackney.sch.uk](mailto:finance@morningside.hackney.sch.uk)  
Website: [www.morningside.hackney.sch.uk](http://www.morningside.hackney.sch.uk)

