



Gainsborough Primary school

Cluster Finance and Administration Manager



Gainsborough is looking to recruit a self-motivated and organised individual to manage our administration team for the role of Cluster Finance & Administration Manager. The opportunity is open only to existing Finance & Administration/Business Managers within the Federation.

The role will be to work across two schools, your existing school and Gainsborough, to lead on Finance & Administration functions across the two schools. The role will work across the two schools equally reporting to both Headteachers, and the Federation Finance & Business Director.

This is a permanent position so please ensure that you must have discussed this opportunity with your Headteacher prior to applying for the role.

Applications should be made via an application form and supporting statement to be returned by Friday. Please ensure you explain why you are interested in the role, how you match the attached job description and what you would bring to it.

Please send your expression of interest to Venessa Williams at recruitment@primaryadvantage.hackney.sch.uk by **Friday 26th February 2021**

Interviews will take place **Friday 5th March 2021**