

CAREER OPPORTUNITY

new wave
federation 

Business Operations & Finance Manager

NEW WAVE FEDERATION • HACKNEY

SALARY & SCALE

£57,180 - £59,394

PO5

CONTRACT & HOURS

PERMANENT - 52 WEEKS

35 HRS/WK

(9:00AM - 5:00PM)

KEY DATES

CLOSING:

FRI 25TH SEPT 2026

START: 2ND NOV 2026

(OR SOONER)

WELCOME LETTER

Dear Applicant,

Thank you for your interest in the Business and Operations Manager role at New Wave Federation. New Wave was founded in 2016 and comprises Grazebrook, Shacklewell, Woodberry Down, and Thomas Fairchild Primary Schools.

Our schools collaborate to drive excellence and enhance standards. As we continue to expand, we are seeking a dedicated manager to join us in this journey.

This information pack provides essential details about the role and the application process. If you wish to schedule a visit or have any questions, please contact Ms. Lisa Langley at **020 8103 5199**.



We are in search of an organised, dynamic leader with strong finance and operational expertise. You will manage competing priorities and ensure smooth operations across all four schools. Collaborating closely with headteachers and senior leaders, you will contribute to achieving our strategic objectives and support our staff and students.

What we can offer you:

1. Popular, well-resourced schools with welcoming and supportive environments;
2. A strong culture of collaboration across our four Federation schools;
3. Excellent professional development opportunities and support for career progression;
4. A friendly, dedicated and supportive staff team committed to working together;
5. The opportunity to make a meaningful contribution to four vibrant schools.

Our schools are vibrant, diverse and inclusive, offering rewarding opportunities within our Federation. If you are an effective communicator with vision, energy, and a strong commitment to operational excellence, we welcome your application. If you bring enthusiasm, professionalism, and a drive to make a positive impact, we would be delighted to meet you.

Kind regards,

Nicole Reid

(Executive Headteacher, New Wave Federation)

ABOUT OUR SCHOOLS

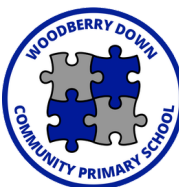
New Wave Federation brings together four vibrant and diverse schools, each with its own unique character, community and strengths.



Grazebrook Primary School is a welcoming and inclusive school in Stoke Newington, committed to providing a positive learning environment where children are encouraged to develop their confidence, independence and love of learning.



Shacklewell Primary School, based in Dalston, is a diverse and inclusive school at the heart of its local community. The school places a strong emphasis on high expectations, positive relationships and ensuring that every child is supported to achieve their potential.



Woodberry Down Community Primary School, in Manor House, is a community-focused school that values inclusion, collaboration and strong relationships with families. The school is committed to creating an environment where children feel safe, valued and motivated to learn.



Thomas Fairchild Community School, based in Hoxton, is a vibrant and inclusive school with a strong commitment to developing confident, resilient and successful learners. The school works closely with its community and places children at the centre of all that it does.

Together, the four schools benefit from working as one Federation. We share expertise, resources and best practice while celebrating the individual identity and strengths of each school. This collaborative approach enables us to support our staff, strengthen our provision and continually improve the experiences and outcomes of our pupils.

APPLICATION PROCESS

1. Please read the application pack carefully. It contains the person specification, job description and details of the duties and responsibilities associated with the role.
2. Please complete the enclosed application form. CVs will not be accepted. All applicants are required to provide a supporting statement. Applications without the required documents may not be considered.
3. When completing your supporting statement, please ensure that you address the criteria outlined in the person specification and demonstrate how your skills, experience and knowledge meet the requirements of the role.
4. If you have any questions about the application process or would like to arrange a visit to any of our schools, please contact the school office for further information.
5. Completed applications should be submitted by email to the address provided in the application pack.
6. When completing the references section of the application form, please ensure that your first referee is your current or most recent employer.



PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications	• Relevant NVQ Level 4 or degree qualification, or equivalent experience.	—
Experience & Knowledge	• Experience of maintaining effective and efficient administration within a busy environment. • Understanding of budget management and accounting procedures. • Experience of undertaking a range of administrative and technical duties. • Sound knowledge of computer applications, including financial management systems. • Working knowledge of relevant legislation, policies and codes of practice, including Data Protection and Freedom of Information.	• Experience of working within an education setting. • Experience of budget monitoring and account reconciliation. • Experience of recruitment and staff retention.
Communication	• Strong interpersonal and communication skills. • Ability to communicate effectively with a range of colleagues and key contacts. • Professional, confident and approachable manner. • Ability to adapt communication style to suit different audiences and situations.	—
Skills & Abilities	• Ability to adapt to changing priorities and demands. • Ability to analyse and interpret information and make recommendations. • Ability to use problem-solving skills to achieve positive outcomes. • Ability to negotiate with suppliers and achieve best value. • Ability to communicate with colleagues, governors and external agencies. • Ability to prioritise workload, work independently and meet deadlines. • Ability to deal with confidential and sensitive matters with discretion.	—
Accountability & Freedom to Act	• Able to work independently, demonstrating initiative and a proactive approach. • Ability to make routine decisions within established guidelines and procedures. • Ability to use professional judgement to determine when to seek advice or liaise with colleagues and external agencies.	—



KEY RESPONSIBILITIES

Financial Management & Control

- Maintain effective financial controls, procedures and authorisation processes.
- Oversee financial administration, including purchasing, invoicing, payments and reconciliations.
- Support the preparation for internal and external audits and ensure that recommendations are appropriately addressed.
- Ensure financial records and processes comply with relevant regulations, federation policies and funding requirements.
- Promote value for money and identify opportunities for efficiencies and cost savings.
- Maintain appropriate financial records and compliance documentation.

Procurement & Contract Management

- Lead procurement activity in accordance with relevant regulations, federation policies and value-for-money principles.
- Obtain quotations and undertake appropriate supplier due diligence and benchmarking.
- Manage procurement exercises and tendering processes where required.
- Negotiate, review and monitor contracts, Service Level Agreements (SLAs) and supplier performance.
- Maintain an effective contract register and monitor contract renewal dates and key obligations.
- Manage relationships with third-party suppliers, contractors and service providers.
- Identify opportunities for collaborative procurement and cost savings across the federation.
- Ensure suppliers deliver services to the required standard, within agreed timescales and within budget.

Premises, Facilities & Health and Safety

- Maintain direct operational oversight of the federation's school sites, premises and facilities.
- Ensure school buildings and grounds are safe, secure, clean, well maintained and fit for purpose.
- Oversee planned and reactive maintenance programmes.
- Manage statutory inspections, testing, servicing and compliance checks.
- Maintain accurate premises and compliance records and ensure remedial actions are followed through.
- Coordinate risk assessments and support the implementation and monitoring of health and safety procedures.
- Oversee fire safety, emergency procedures, site security and access arrangements.
- Manage contractors and ensure appropriate documentation, safeguarding checks, risk assessments and relevant requirements are in place.
- Coordinate emergency repairs and support appropriate business continuity arrangements.
- Monitor utilities, energy usage and facilities costs and identify opportunities for efficiency and sustainability.

Catering Operations & Service Delivery

- Lead the management and monitoring of catering services across the federation.
- Manage catering contracts and monitor supplier performance against agreed service standards.
- Ensure high standards of nutritional provision, food safety, hygiene and allergen management.
- Monitor catering expenditure and contract performance to ensure value for money.
- Work closely with catering providers to address service issues and drive continuous improvement.
- Ensure appropriate records and compliance documentation are maintained.

Administration, Digital Systems & MIS

- Lead and improve effective administrative systems and processes supporting the federation's business operations.
- Maintain accurate and timely financial, operational and administrative information.
- Demonstrate advanced proficiency in school management information systems, such as Arbor or Bromcom.
- Use financial management systems confidently and accurately.
- Ensure effective systems are in place for recording, monitoring and reporting operational information.
- Maintain thorough compliance logs, registers and operational documentation.
- Identify opportunities to streamline processes and improve efficiency through effective use of technology and digital systems.

Data Protection, Compliance & Information Management

- Ensure operational and financial records are maintained securely and appropriately.
- Support compliance with GDPR and relevant data protection requirements within the areas of responsibility.
- Maintain appropriate confidentiality when handling financial, contractual and operational information.
- Ensure relevant policies, procedures and compliance documentation are reviewed and maintained.
- Work collaboratively with colleagues and external advisers to ensure the federation meets its statutory and regulatory responsibilities.



Leadership & Strategic Contribution

- Work closely with the Headteacher, Executive Leadership Team and Governing Body on financial and operational matters.
- Provide professional advice and practical recommendations to support effective decision-making.
- Contribute to strategic planning and the development of federation-wide business and operational priorities.
- Promote consistent, efficient and effective systems across the four schools.
- Build positive working relationships with school leaders, administrative staff, contractors, suppliers and other stakeholders.
- Manage competing priorities effectively and respond positively to changing operational requirements.

Asset & Resource Management

- Maintain oversight of the federation's assets, equipment and resources.
- Maintain an accurate asset register and ensure appropriate controls are in place.
- Support effective planning for repairs, replacement and investment in equipment and facilities.
- Ensure federation resources are used efficiently and provide value for money.
- Contribute to longer-term estates, facilities and resource planning.

Lettings & Income Generation

- Oversee the federation's lettings arrangements and ensure effective use of school facilities.
- Ensure appropriate contracts, risk assessments, safeguarding arrangements and health and safety requirements are in place for lettings.
- Monitor lettings income and ensure accurate financial recording and reconciliation.
- Identify appropriate opportunities to maximise the use of federation facilities and generate additional income.
- Ensure lettings arrangements are well managed and provide value for money.

SHORTLISTING

Once your application has been received, you will receive an acknowledgement by email. Candidates who are shortlisted for interview will be contacted shortly after the closing date.

As part of the Federation's commitment to safeguarding and in line with Keeping Children Safe in Education (KCSIE), shortlisted candidates may be asked to provide relevant social media information to enable an online search to be undertaken prior to interview.

Shortlisted candidates may be required to complete a selection task and attend a formal interview. Candidates should ensure that, if successful, they are able to provide the necessary evidence of their right to work in the UK. The Federation will undertake all required checks in accordance with current legislation.

HOW TO APPLY

For an application form and further information, or to arrange a visit, please contact:

Ms Lisa Langley

020 8103 5199

llangley@newwavefederation.co.uk

SAFEGUARDING & INCLUSION

Successful candidates will be required to complete an enhanced Disclosure and Barring Service (DBS) check, where applicable to the role.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

All qualifications, references and other relevant pre-employment checks will be verified before an appointment is confirmed.



KEY DATES

Closing Date:	Friday 25th September 2026
Interviews:	Week beginning Monday 28th September 2026
Proposed Start Date:	2nd November 2026 (or sooner)

If you are an experienced finance and operations professional looking for an opportunity to make a real difference across a thriving four-school primary federation, we would love to hear from you.

