



**Rotherfield**  
Primary School



# **Federation Human Resources and Administration Officer**

**Newington Green and Rotherfield Primary  
Schools**

**Closing date: 5th January 2023, job reference: NG/RTH/ 1260**



**Welcome and information about the Newington  
Green and Rotherfield Primary Schools**





Dear Candidate,

Thank you for your interest in applying for the post of Federation Human Resources and Administration Officer at Newington Green and Rotherfield. We are vibrant, 2 form entry community schools, in the heart of Islington. We have significantly higher than average numbers of pupils who speak English as an additional language, as well as those entitled to free school meals. Our families come from a very broad range of backgrounds, and we pride ourselves on our shared commitment to each other and our schools.

We are advertising for this role, taking a leading role in our Federation on Human Resources. This is an all year round role, with approx. 23% employers' contribution to local government pension scheme, one of the best pensions offers around! We will also consider some hybrid working for an exceptional candidate, with the aim to attract and retain the best talent.

This is a new post in our structure, and you will be joining a committed and fun team. Our operations staff are key to us delivering the best educational offer for pupils and we value them hugely in the Federation.

The team structure for operations includes a Federation Business Manager (Elizabeth), Extended Service Coordinator, Data Management Administrator, Finance Admin Officer, and a receptionist in each school. You will be responsible for HR across the Federation. Your key points of contact will be the Federation Business Manager, Executive Head and Heads of School.

There is a huge amount of potential to be realised across our schools. Both are good schools, with the capacity to be outstanding. A very exciting journey lies ahead of us, in bringing the potential in our Federation to fruition.

**Benefits of working in our Federation:**

**Term time only working**, suits childcare needs and gives ability to have a good work life balance- 13 weeks holiday a year!

**Pension**- our staff are in Teachers or the Local Government pension scheme. This is an excellent benefit for staff as pension contributions from us vary between 20-25% of your pay. You will not get this offer in the private sector!

**Childcare**- our staff have reduced wrap around childcare costs if they attend our schools. We can find them spaces to learn and to be well cared for while you are at work!

**Flexibility**-most of the work can be done from either of our school sites- so you can choose the easiest one as your main base to support your commute. We will also consider some home/flexible working for an exceptional candidate.

Our curriculum is rich and creative, including specialist teaching in computing, Spanish, music, and PE. We run a great range of extra-curricular clubs in both schools. We want to see our pupils develop as whole people; to understand their place in the community and the wider world around them.

I would be really happy to meet you and discuss your application informally over the phone or for you to visit and take a tour at either/both school/s.

I very much look forward to receiving your application,

Abi Misselbrook-Lovejoy  
Executive Headteacher



Rotherfield Primary School  
<http://www.rotherfieldprimaryschool.co.uk/>

**Rotherfield** is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground, we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. The school has recently refurbished its EYFS playground, all classrooms, and hall spaces and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

The school has approximately 56% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils. We run an 'Out and About' programme which means pupils do about 36 visits throughout their schooling with us to enhance their wider learning and cultural opportunities (ballet, opera, canoeing, zoo, national museums etc)

We were rated good at our last inspection (February 2018) and are working hard to continuously improve. Rotherfield has an established partnership with another Islington School (Newington Green). The Governing Board Federated in July 2022, following 5 years of working together. Our Executive Head works across both schools, and we work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!  
<http://futurezone.org.uk/>

We have the following staff working across both schools: Home School Worker, Music Specialist, Premises Manager, Spanish Specialist, Business Manager, Executive Head, Head Chef, and a Computing Specialist.

We run wrap around care from 7.45am to 6.30pm and have a range of enrichment clubs for pupils to attend.

Our classes have bespoke storage, new furniture and upgraded IT capacity. We have a specialist storage area for teaching resources and staff work area where they can plan and be near resources to select them for lessons. We are also lucky to benefit from a computing space and an art/music studio! We have further plans to develop our playground and children's toilets soon.

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here.





## Newington Green Primary School

[www.newingtongreen.co.uk](http://www.newingtongreen.co.uk)

**Newington Green** is a vibrant, two form entry school, with Nursery and two-year-old provision, serving a diverse community in Islington. Most pupils are of minority ethnic origin with Turkish, Somali and Bengali being the largest ethnic groups in the school.

The school has approximately 44% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils. We run the cultural entitlement programme which means pupils do about 36 visits throughout their schooling with us to enhance their wider learning and cultural opportunities (ballet, opera, canoeing, zoo, national museums etc)

We were rated good at our last inspection (March 2017) and are working hard to continuously improve.

The school had a multimillion-pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All of our playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

We have a large kitchen onsite, with an additional room that has cooking facilities for

staff and children. We have growing beds for vegetables and want to further develop our food provision.

On our website you will find many of our school policies. The Learning Policy, Behavior Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We Federated in July 2022, and now share a Governing Board committed to driving improvement in both schools. We have the following shared staff across both schools: Home School Worker, Premises Manager, Spanish Specialist, Business Manager, Executive Head, Head Chef and a Computing Specialist.

We run wrap around care from 7.30am to 6.30pm and have a range of enrichment clubs for pupils to attend.

We work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!



## Why do staff work here?

### Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE, and Maths; ultimately becoming part of the Senior Leadership Team as an Assistant Head.

The school has a very special community feel and has become a home away from home for me.

There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing body who really care about the school.

Most of all, the children are wonderful, and I consider it a privilege to work at Rotherfield Primary School.







## Why do staff work here?

### **Janet- Both Newington Green and Rotherfield staff member**

As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation, but I love the variety this model offers, delivering my subject across the age range, adapting language and activities to each cognitive stage.

As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn.

When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!





**Information about the Federation Human Resources and  
Administration Officer role**





## Federation HR and Admin Officer

- **Salary Grade Range:** NJC Scale 5
- **Actual Salary:** £25,342 to £27,434 per annum depending on experience and skills
- **Contract:** Full-Time, 35 hours per week, term time only
- **Start date:** Flexible depending on candidate

Newington Green and Rotherfield are primary schools working in partnership in the heart of Islington. We are seeking a Federation HR and Admin Officer to work across both settings. We federated in July 2022, after 6 years of working together. This is an exciting time to join us as we seek to drive improvement for children in our schools educationally and socially post covid. You will be part of a team of 9 staff working across the 2 schools, and working with a stable and committed leadership team, who have strong success in improving provision.

### You are:

- Someone who wants to make a positive difference to children's lives.
- Proven clerical/administrative experience
- Excellent written and oral communication skills and ability to deal sensitively with members of the public, by telephone and in person
- Ability to prioritise to ensure that deadlines are met, whilst working well under pressure.
- The ability to work within set procedures and to maintain confidentiality
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Ability to work effectively as part of a team
- Flexibility to work a changing shift pattern on a rota basis according to the need of the school.

- Committed to following the school's policies and ethos, whilst helping us make them even better.
- Good at using feedback and support to develop yourself and others.

### We offer:

- Pride in our diversity and sense of community.
- A dynamic federation.
- Great children who want to learn.
- Supportive management and Governance, with ambitious expectations.
- A strong sense of teamwork and collaboration.
- A commitment to excellent professional development for all staff.

Visits to the school are encouraged and can be organised by contacting the Rotherfield school office on 020 7226 6620, or Newington Green office on 020 7254 3092.

**Closing date: Midnight on 5<sup>th</sup> January 2023**

**We reserve the right to appoint before the closing date if a suitable candidate is found. Early application is encouraged.**

To apply for the role, visit [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs).

***Newington Green and Rotherfield Schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.***



## Job Description

<b>Position</b>	<b>Federation HR and Admin Officer</b>		
<b>Grade</b>	Scale 5		
<b>Hours</b>	Full-Time, 35 hours per week, term time only		
<b>Responsible to</b>	School Business Manager		
<b>Key Relationships</b>	Line manager (FSBM) EXHT Parents/Stakeholders/Children	Heads of School External partners	Governors/Staff Futurezone SBM

**Newington Green and Rotherfield Primary Schools are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.**

### Purpose of the Post

To provide effective HR administrative support to the Federation, ensuring this service runs smoothly and efficiently. The FBM is responsible for managing the strategy and operation of the business functions of both schools, including financial management, health and safety, human resources, compliance and administration. Key to this is ensuring efficiency and best-practice in both settings, by identifying and implementing opportunities for joint working and joint procurement.

They will advise on and implement the day-to-day support that enables the schools to operate effectively and efficiently, and that allows other

members of the leadership team to focus on teaching and learning.

They will play a leading role in maximizing income to the schools, through marketing and leading on funding bids.

They will ensure that the main offices of both schools provide a warm, welcoming, and enabling service to parents, carers, visitors, governors, staff and pupils.

### Duties and responsibilities

#### Personnel

- To be responsible for the maintenance and submission of staff data both computerised and manual records, ensuring that the monthly payroll deadline is met and maintain confidentiality.
- To maintain staff records, including sickness, special leave, punctuality, annual leave, other leave, retirement, resignation, grievance and disciplinary matters.





- To operate and generate staffing reports from the Management Information System, ensuring statutory returns are completed as appropriate.
- To provide all managers with the appropriate documentation to ensure implementation of control measures for absence management.
- Maintain DBS register and ensure appropriate checks are in place and renewed as necessary
- Update and maintain staff list.
- Oversee the management the DBS/List 99 checks on all staff including supply cover, parents, and volunteer, governors and be the named lead officer responsible for the Single Central Record.

### **Staff Recruitment**

- To be responsible for the processing of administrative tasks associated with staff recruitment processes, including the dispatch and receipt of application forms, arrangements for interviews and notification of the results of interviews to candidate.
- Post recruitment adverts, collate applications for short listing, the attendance of the interviewees and arrange cover for the relevant panel members for the interviews
- Compile job application packs, questions, and tasks for the recruitment process.
- Obtain and check references for interview candidates

- Process relevant documentation ensuring all staff have completed appropriate employment checks (e.g., Medial, DS, Work Permit, Overseas Police checks and qualifications)
- To process appropriate documentation and ensure that relevant items are returned on the termination of staff employment contracts
- Administration
- To produce personal and confidential correspondence and/or reports under the guidance of the School Business Manager
- Complete and update all appropriate information for the annual School Workforce Census liaising with the Data Officer

### **Payroll**

- Implement payroll decisions and deal with pay queries, liaising with the Payroll Provider and/or outside agencies (e.g., Teacher Pension Agency, Inland Revenue).
- Supply confirmation of pay details to third parties (e.g., Jury Service, Mortgage references and benefit claims)
- Ensure the payroll provider implements changes to pay from statutory, national, or local pay agreements are implemented.
- Ensure annual pay rises and increments are reviewed and applied.
- Process timesheets and ensure that employees are paid for additional duties.
- Process all sickness and absence return for payroll purposes.



### Other Duties

- To work as an integral part of the admin team, supporting and covering other members as required.
- To undertake general administrative duties using office equipment as required:
  - Filing
  - Photocopying
  - Dealing with incoming/outgoing mail
  - Drafting letters/reports etc Work closely with the Headteacher, SLT, School Business Manager, as required, to ensure website and school management learning environment is up to date
  - Check and respond to emails daily
- To constructively take part in meetings/briefings, supervisions, conferences, and other events designed to improve communication and assist with the effective development of the post and the post holder.
- To carry out duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant H&S Guidance and Legislation
- To promote the safeguarding of children
- To undertake training and professional development as appropriate
- To undertake training and professional development as appropriate
- To undertake other duties as appropriate to the post that may reasonably be required.
- To monitor and manage own workload and keep records in an agreed format

- To achieve agreed targets and personal appraisal targets as agreed by the line manager
- To undertake any training and development as required.

### Confidentiality

- The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

### Performance Standards

- To ensure that the school customer care standards are met and adhered to
- To ensure that all duties are performed in accordance with the Council's financial regulations
- At all times to carry out the responsibilities of the post with due regards to the Equalities Act.

**Fundamentals to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures which schools face. This Job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.**





### **Communication**

- Ensure the school offices maintain the highest standards of customer service and care.
- Ensure all visitors to the school are welcomed appropriately and proper safeguarding practice is always maintained.
- Ensure effective communication is maintained between the admin and other staff
- Ensure the school's internal communication and calendar systems function effectively.

### **Accountability**

- To be responsible for the processing of administrative tasks associated with staff recruitment processes, including the dispatch and receipt of application forms, arrangements for interviews and notification of the results of interviews to candidates and
- To be responsible for the maintenance and submission of staff data both computerized and manual records, ensuring that the monthly payroll deadline is met and maintain confidentiality.
- Provide accurate and timely information and reports to the senior leadership teams of both schools as required.

### **Values and Culture**

- Ensure the highest expectations and standards are maintained around financial probity, equalities, and safeguarding.
- Maintain open and honest communication with Governors and school leaders.
- Maintain a positive, solutions focused attitude to problems.
- Create an enabling and flexible culture around admin and premises, focused on supporting school leaders, staff, pupils, parents and external agencies to fulfil their functions effectively.
- Respond positively to constructive feedback.
- Maintain a reflective, proactive and creative approach to school improvement.



### **Personal Responsibilities**

- To be always professional in dress and manner
- To treat all staff, parents, carers, visitors and pupils with respect and courtesy.
- To be responsible for own career development and undertake training, professional development, and other learning activities as appropriate.
- Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
- Be a suitable person to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks

The Federation HR and Admin Officer is required to safeguard and promote the welfare of children and young people, promote, and inform the ethos of the schools, and follow school policies, especially ensuring that they operate within the schools' equalities policies and the staff codes of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Federation HR and Admin Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the FSBM.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures which schools face.

This job description is a guide to the level and range of responsibilities, which the post-holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, to meet changing circumstances and demands. It will not form part of the post-holder's contract of employment.



## Person Specification

### Education and Experience

- Proven clerical/administrative experience
- Excellent written and oral communication skills and ability to deal sensitively with members of the public, by telephone and in person
- Ability to prioritise to ensure that deadlines are met, whilst working well under pressure.

### Skills, knowledge and abilities

- Ability to work under pressure and meet tight deadlines
- Experience of using and developing manual and computerised filing systems
- Ability to present information (data and text) in a variety of formats
- Experience of administration including dealing with correspondence and photocopying
- The ability to work within set procedures and to maintain confidentiality
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Excellent numerical skills to record routine statistical information
- Someone who wants to make a positive difference to children's lives.
- Ability to work effectively as part of a team
- Flexibility to work a changing shift pattern on a Rota basis according to the need of the school.

### Personal qualities

- Commitment to promoting the ethos and values of the schools and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively, continuing to meet deadlines, produce high-quality work and maintain a friendly and professional disposition
- Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children
- Commitment to always maintaining confidentiality
- Commitment to safeguarding and equality.



## How to apply

### Application Deadline

Completed application forms must be received by Midnight on 5th January 2023.

### To apply

Please apply online at [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs).

### Contact

To find out more about the role, please contact either school office to arrange a time (Rotherfield – 020 7226 6620 / Newington Green - 020 7254 3092).

### Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer

to those before submitting your application.

### Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

### References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.





Matthias Road, London, N16 8NP

Tel: 020 7254 3092

Email: [admin@newingtongreen.co.uk](mailto:admin@newingtongreen.co.uk)

[www.newingtongreen.co.uk](http://www.newingtongreen.co.uk)

Executive Headteacher: Abi  
Misselbrook-Lovejoy

Head of School: Mairead McDonnell

## Newington Green Primary School

## Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: [admin@rotherfield.islington.sch.uk](mailto:admin@rotherfield.islington.sch.uk)

[www.rotherfieldprimaryschool.co.uk](http://www.rotherfieldprimaryschool.co.uk)

Executive Headteacher: Abi  
Misselbrook-Lovejoy

Head of School: Joanna Jones

