

CAREER OPPORTUNITY

new wave
federation 

Finance and Admin Assistant

NEW WAVE FEDERATION • HACKNEY

SALARY & SCALE

£33,036 – £34,488 (S4)

ACTUAL SALARY:

£27,874 PRO RATA



CONTRACT & HOURS

TERM TIME ONLY

35 HRS/WK

(9:00AM – 5:00PM)

KEY DATES

CLOSING: WEDS 30TH

SEPT 2026

INTERVIEWS: W/B

MON 5TH OCT 2026



WELCOME LETTER

Dear Applicant,

Thank you for your interest in the position of Finance and Admin Assistant at New Wave Federation.

New Wave Federation is a partnership of four primary schools: Shacklewell Primary School in Dalston, Woodberry Down Community Primary School in Manor House, Thomas Fairchild Community School in Hoxton, and Grazebrook Primary School in Stoke Newington, Hackney. Across our Federation, we are committed to working collaboratively, sharing expertise and resources, and creating the best possible educational experiences for our children. We are proud of our dedicated staff teams and the strong sense of community that exists across our schools.



We are now looking to appoint a self-motivated, organised and approachable Finance and Admin Assistant to join our team. This is an important role within our school office, providing high-quality financial, administrative, reception and clerical support and helping to ensure that our systems operate effectively and efficiently.

We are seeking someone who takes pride in their work, has strong attention to detail, and is confident handling financial and administrative information. The right candidate must manage priorities, meet deadlines, and maintain accurate records. You will work closely with colleagues, supporting various finance and administrative tasks. Strong digital skills, particularly in Google Workspace, Google Drive, and Canva, would be valuable. We have a dedicated staff who share a common goal: to support every child in fulfilling their potential. We want our Finance and Admin Assistant to be part of this team and contribute positively to our schools' operations.

If you are enthusiastic, reliable, and committed to providing excellent service to pupils, families, and colleagues, we would love to hear from you. School visits are welcome, and I encourage prospective applicants to learn more about our schools and communities.

Thank you for your interest in the New Wave Federation. We look forward to your application.

Kind regards,

Nicole Reid

(Executive Headteacher, New Wave Federation)

ABOUT OUR SCHOOLS

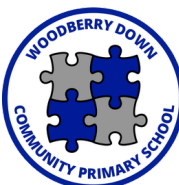
New Wave Federation brings together four vibrant and diverse schools, each with its own unique character, community and strengths.



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.

ABOUT THE ROLE

The Finance and Admin Assistant will:

- Provide efficient and effective finance and administrative support.
- Support the day-to-day operation of the school office and reception.
- Assist with financial administration, including invoices, purchase orders, payments and financial records.
- Maintain accurate pupil, staff and financial databases.
- Provide administrative support to senior leaders and staff.
- Support the smooth running of school systems and procedures.
- Ensure information is recorded accurately and maintained securely.
- Provide a professional and welcoming service to pupils, parents, staff and visitors.
- Work collaboratively with colleagues across New Wave Federation.
- Maintain confidentiality and comply with relevant Federation policies and procedures.



KEY RESPONSIBILITIES

Finance Administration

- Assist with the day-to-day administration of school finances.
- Process purchase orders, invoices and payment documentation accurately and efficiently.
- Assist with recording and monitoring income and expenditure.
- Maintain accurate financial records and supporting documentation.
- Assist with bank, credit card and other financial reconciliations as required.
- Support the monitoring of school budgets and expenditure.
- Liaise with suppliers regarding invoices, payments and account queries.
- Assist with procurement in accordance with Federation procedures.
- Maintain appropriate records for audit purposes.
- Assist with financial reporting and preparation of information for senior leaders.
- Handle petty cash and other financial transactions in accordance with agreed procedures.

Digital Skills and Systems

The successful candidate should have strong digital skills and confidence using:

- Google Workspace, including Google Docs, Google Sheets, Google Slides, Gmail and Google Drive.
- Google Forms and other Google-based administrative tools.
- Canva for creating professional documents, presentations, posters, newsletters and other school communications.
- Spreadsheets and digital record-keeping systems.
- Email and online communication platforms.
- Other finance, administration and school systems used by New Wave Federation.

Experience of using school finance or administration systems will be advantageous, but training may be provided where appropriate.

Reception and Front-Office Duties

- Provide a welcoming, professional and efficient reception service.
- Receive and direct visitors appropriately.
- Deal with telephone and email enquiries professionally.
- Respond to routine enquiries from parents, carers, pupils, staff and external agencies.
- Ensure visitors follow safeguarding and signing-in procedures.
- Maintain accurate visitor records.
- Support the smooth running of the school office.

Administration and Record Keeping

- Maintain accurate pupil and staff records and databases.
- Update relevant school and Federation systems.
- Produce reports and information from databases and spreadsheets.
- Maintain electronic and paper filing systems.
- Process correspondence and documentation.
- Support the production of letters, reports, forms and other administrative documents.
- Assist with meetings, appointments and events.
- Maintain confidentiality when handling sensitive information.
- Ensure records are stored securely and appropriately.



General Administrative Support

- Provide administrative assistance to senior leaders and administration teams.
- Support school-wide administrative processes.
- Assist with photocopying, scanning, filing and document management.
- Assist with maintaining stock and office supplies.
- Support the preparation of information for meetings and reports.
- Create and format documents and presentations using Google Workspace and Canva.
- Undertake routine clerical duties as required.
- Work flexibly to support the needs of the school and Federation.

Communication and Customer Service

- Communicate clearly and professionally with colleagues, parents, pupils, visitors and external organisations.
- Deal with enquiries courteously and appropriately.
- Maintain positive working relationships with colleagues across the Federation.
- Recognise matters requiring escalation and refer them appropriately.
- Maintain a professional approach at all times.



PREREQUISITES

The successful candidate will:

- Have previous administration experience, preferably within a school or education setting.
- Have experience of finance administration or working with financial records.
- Have excellent IT and digital skills.
- Be confident using Google Workspace and Google Drive.
- Be confident using Google Docs, Google Sheets and Google Slides.
- Have experience using Canva or be willing to develop their skills in Canva.
- Have excellent literacy and numeracy skills.
- Be able to work accurately and efficiently to tight deadlines.
- Be highly organised and able to manage competing priorities.
- Be an effective communicator.
- Be approachable, professional and confident.
- Be able to work independently and use initiative.
- Be able to work effectively as part of a team.
- Be committed to providing a high-quality service to pupils, families and staff.
- Understand the importance of confidentiality and data protection.
- Have a positive attitude and willingness to support the wider work of the Federation.



PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications	• Good standard of general education. • Good literacy and numeracy skills. • Relevant administrative or finance-related training and/or experience.	• Qualification or training in finance, accounting, business administration or a related area. • Training in school finance or administration.
Experience	• Experience of working in an administrative environment. • Experience of maintaining accurate records and databases. • Experience of working with confidential information. • Experience of using Google Workspace and Google Drive. • Experience of working to deadlines and managing competing priorities. • Experience of providing a professional customer-facing service.	• Experience working within a school or education environment. • Experience of school finance administration. • Experience processing invoices, purchase orders and payments. • Experience supporting budget monitoring or financial reconciliation. • Experience using Canva for professional communications or documents.
Knowledge	• Good understanding of administrative procedures. • Good understanding of confidentiality and data protection. • Understanding of accurate financial and administrative record keeping. • Good working knowledge of Google Workspace. • Understanding of professional standards within a school environment.	• Knowledge of school financial procedures. • Knowledge of school administrative systems. • Understanding of safeguarding responsibilities within an education setting.

Skills & Abilities

The successful candidate will be able to:

- Manage workload and meet deadlines.
- Prioritise tasks and adapt to changes.
- Work independently and as part of a team.
- Communicate clearly and professionally.
- Interact confidently with parents, staff, pupils, and visitors.
- Handle numerical data effectively.
- Use Google Workspace and Sheets.
- Create documents and presentations with Canva.
- Identify errors and resolve issues.
- Maintain confidentiality and discretion.

Personal Qualities

The successful candidate will be able to:

- Professional, highly organised, and trustworthy
- Resilient, calm under pressure, proactive, and solution-focused
- Collaborative, confident yet empathetic,

APPLICATION AND SAFER RECRUITMENT

Candidates should complete the application process in full and provide clear evidence of how their skills, experience and qualifications meet the requirements of the role.

Applications will be assessed against the person specification.

New Wave Federation operates safer recruitment procedures and reserves the right to undertake all appropriate pre-employment checks before an appointment is confirmed.

Candidates should only provide information that is relevant to their application and any checks required for the role.

REFERENCES AND PRE-EMPLOYMENT CHECKS

New Wave Federation will seek appropriate references for the successful candidate in accordance with its safer recruitment procedures. References will normally be requested at the final stage of recruitment and, where appropriate, following a conditional offer and with the applicant's permission.

References will be considered alongside other recruitment information and will be handled confidentially and fairly.

The successful candidate will be required to complete all appropriate pre-employment checks before their appointment is confirmed.

These may include:

- Verification of identity.
- Confirmation of the applicant's right to work in the UK.
- Verification of qualifications where relevant.
- Employment references.
- Appropriate DBS checks and barred-list checks where legally applicable to the role.
- Any other checks required by law or New Wave Federation's safer recruitment procedures.

An offer of employment may be conditional upon satisfactory completion of the required checks.

INTERVIEW AND ASSESSMENT

Candidates shortlisted for interview may be asked questions relating to:

- Finance and administration.
- Accuracy and attention to detail.
- Managing competing priorities.
- Customer service and communication.
- Confidentiality and data protection.
- Google Workspace and digital administration.
- Google Sheets and spreadsheet-based tasks.
- Canva and document creation.
- Safeguarding.
- Teamwork and professional relationships.
- Practical scenarios relevant to the role.
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Candidates may also be asked to complete a practical finance or administrative task as part of the assessment process.

GENERAL CONDITIONS

The successful candidate will be expected to:

- Comply with all New Wave Federation policies and procedures.
- Undertake relevant training and professional development.
- Maintain high standards of professional conduct.
- Work flexibly to meet the operational needs of the school.
- Undertake other reasonable duties appropriate to the level and nature of the post.
- Contribute positively to the wider work and ethos of New Wave Federation.

This job description is intended to provide an outline of the duties and responsibilities of the post. It is not exhaustive and may be reviewed and amended in consultation with the postholder to reflect the changing needs of the Federation.



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.

CONFIDENTIALITY AND DATA PROTECTION

The HR Manager will have access to highly confidential employee, safeguarding and organisational information. The post holder must:

- maintain strict confidentiality;
- comply with UK GDPR and data protection legislation;
- share information strictly on a need-to-know basis;
- maintain secure, accurate records; and
- exercise sound professional judgment with sensitive information.

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.

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

KEY DATES

Closing Date: Friday 25th

September 2026

Interviews: Week beginning
Monday 28th
September 2026

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

