SENIOR ADMIN AND BUSINESS OFFICER

Salary Range: Grade Bexley Scale 07 - 08 (£32,535k - £35,520k FTE) pro rata for 41 weeks of the year. (equalised to 26-27 pay grade levels when published).

Hours: 20 hours per week, M-F, for 41 weeks per year. (Including 5 days in the main school summer holiday. All holiday working days to be determined by the needs of the New Generation Schools Trust as confirmed by the Trust).

We are seeking a highly efficient and enthusiastic Senior Admin and Business Officer, to join our friendly, positive and forward-looking Trust.

The Senior Admin and Business Officer is responsible for the Financial Resource Management of the school as well as contributing to the running of administration and ICT, Human Resources, Health & Safety.

The ideal candidate will have experience of working in an education or business setting, with strong administration and organisational skills and an eye for detail. The successful candidate will have had experience inputting into an accounting system, preparing budgets and demonstrate strong IT skills, notably in Excel and Word. Prior use of PSF and Arbor systems helpful but not essential. Must be able to work well within a small team setting, possess excellent communication skills and be willing to learn.

Information about the school

New Generation Schools Trust opened Hope Community School in September 2013, a Free School set up with the full support of the Government in response to local needs and to improve education for children within their community. The school is a Christian Designated school, and the Christian ethos underpins all we do and how we operate.

When joining our school, children will be part of a safe, inclusive and stimulating environment. They will be taught to value themselves and others, to fulfil their potential, and to experience school as an exciting and enjoyable place.

For further information about the school please visit the school's website: www.hopecommunityschool.org

Visits to the school are warmly welcomed and considered essential so that candidates understand our unique ethos.

Our Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

Closing Date for applications: 09.00 on Friday 22nd January 2027

Hope Community School intends to shortlist and interview for this role as applications are received. Therefore, early applications are encouraged, as we reserve the right to close this vacancy prior to the closing date.

Please contact the Principal at enquiries@hopecommunityschool.org or telephone 0203 223 2000. Application forms can be found here on our website along with the Job Description.