







The Growth Learning Collective

Federation Senior Administration Officer

Newington Green Primary & Rotherfield Primary Schools

Welcome and information about Newington Green Primary School, The Growth Learning Collective



Dear Applicant,

We are delighted that you are interested in joining the team here at The Growth Learning Collective. **We are interested in a Federation Senior Administration Officer who wishes to join our staff team.**

This pack provides some more detailed information and will hopefully give you a good insight into the federation's ethos. We are schools working in partnership with each other to deliver the very best education possible for our children.

At The Growth Learning Collective, we need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To be successful here you will need to be passionate about improving the life chances of pupils and their families. For our children, an excellent education will make a defining difference in their lives- and it essential that we recruit staff who share our commitment.**

You will find a friendly, supportive and dedicated team that is passionate about continuous improvement and committed to achieving the best outcomes for our pupils.



You can expect from us, a federation committed to your professional learning, doing things better, a supportive team, and opportunities for your professional growth across our Federation of schools.

We are happy to talk to any candidates or show you around - please reach out via the school office.

Yours sincerely,

Mairead McDonnell, Acting Headteacher, Newington Green Primary School

Nia Silverwood, Acting Headteacher, Rotherfield Primary School

The Growth Learning Collective

Introduction

The Growth Learning Collective is the federation of Newington Green Primary School and Rotherfield Primary School, two thriving community schools in Islington. After five years of close collaboration, the governing boards of both schools voted unanimously to federate in July 2022, creating a unified leadership and governance structure that strengthens educational outcomes and community engagement.

Our federation is built on a shared belief: by working together, we can achieve more than we ever could alone. This partnership allows us to share expertise, pool resources, and deliver a rich, inclusive curriculum tailored to the needs of our diverse learners.

We are passionate about improving the life chances of all pupils, giving them the best opportunities to be ambitious. The Growth Learning Collective is a place where children flourish, the community feel a sense of pride and belonging, and where staff thrive."

Federation Benefits

The Growth Learning Collective offers a range of benefits for pupils, staff, and the wider community:

Shared Expertise: Staff across both schools collaborate to share best practices, specialist knowledge, and innovative teaching strategies.
Professional Development: Teachers and support staff benefit from joint training opportunities, mentoring, and career progression pathways.
Curriculum Enrichment: Pupils enjoy a broader range of learning experiences, including joint projects, trips, and enrichment activities.
Leadership Strength: A unified leadership team ensures consistent standards, strategic planning, and a clear vision across both schools.
Resource Efficiency: Shared resources and services allow for more effective use of funding, facilities, and support systems.
Community Impact: The federation strengthens ties with families and local organisations, creating a more connected and supportive community.

Our Federation

Each school retains its unique identity while benefiting from shared leadership, professional development, and strategic planning. The federation is led by two Headteachers and a Federated Governing Board, which oversees both schools.

Our core aims:

Deliver a **rich and well-balanced curriculum** with enriching experiences.
Ensure **high outcomes for all pupils**, regardless of background.
Meet children's **individual needs through a nurturing ethos**.
Maintain a **safe, inclusive, and happy learning environment**.
Recent achievements include:

Newington Green Primary School rated *Outstanding* across all categories by Ofsted July 2024.
Rotherfield Primary School 2024-2025 recognised as one of Islington's *most improved schools*, with a 22% increase in Year 6 performance.
Together, we are committed to continuous improvement, professional growth, and creating opportunities that empower every child to thrive.

Newington Green Primary School

https://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. The majority of pupils are of minority ethnic origin with Turkish, Somalian and Bengali being the largest ethnic groups in the school. The school has approximately 40% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils.

We were graded outstanding in our last Ofsted inspection (July 2024) in all areas.
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 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. In particular the Learning Policy, Behaviour 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 have the following shared staff across both schools: Home School Worker, Premises Manager, Clubs Manager, Art Specialist, 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!

The very best way to find out if Newington Green 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.

Our Executive Headteacher or Head of School will always delighted to show candidates around and talk informally about posts available.

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 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 64% 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 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 21 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: Music Specialist, Premises Manager, Spanish Specialist, Business Manager, Executive Head, Head Chef, Data Officer, HR officer, Finance Officer 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.

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 mode 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!



The Growth Learning Collective – Federation Senior Administration Officer

We are seeking an exceptional Federation Senior Administration Officer to play a will have a key role in the smooth and efficient running of our busy and successful federation. You will support the day-to-day management of the school office, helping to ensure that pupils, families, staff visitors receive an outstanding service. You will work closely with school leaders and support staff, taking responsibility for a range of administrative, communication and organisational functions.

The role will provide essential administrative support, overseeing a range of processes and activities, ensuring work is delivered professionally, efficiently and to agreed deadlines.

Salary: Grade SO1 (fte £41,739 – £42,369). Depending on experience. Inner London.

Hours: 35 hours per week, Term-time only + 2 weeks

This advert will close on **Wednesday 9th December 2026.** Candidates who wish to visit, we can host visits before and after shortlisting. Please contact Sharon, via the school office.

Interviews will be on the **Monday 14th December 2026 at Newington Green Primary school**.

Our community is rich in culture, heritage and diversity, and we want our team to reflect that. We encourage applications from candidates of all backgrounds, identities and experiences. If you share our values and want to make a positive impact, we would love to hear from you.

The Growth Learning Collective is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. Our recruitment process follows the KCSIE guidance. Offers of employment are subject to enhanced DBS, online checks, satisfactory references, suitability to work with children and other safeguarding clearances. You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975.

Federation Senior Administration Officer Job description

Purpose of the Post

To support the Federation School Business Manager in providing high-quality administrative and business support across the federation. The Federation School Administration Officer (FSAO) is responsible for supporting the strategic and operational functions of both schools, including financial management, human resources, compliance, and general administration, contributing to the effective and efficient running of the federation.

The post holder is expected to demonstrate flexibility in their approach to work, maintain a positive and professional attitude, and provide cover for colleagues as required to ensure continuity of service and the smooth operation of school functions.

Main Duties and responsibilities

- To oversee the effective administration of the school main reception offices within the Federation.
- To provide support in co-ordinating all administrative functions, helping to ensure the smooth and efficient running of the school office, and delivering information and administrative assistance to staff, pupils, parents and visitors.
- To be responsible for ensuring a professional and welcoming reception for pupils, visitors and members of the school community, and for ensuring that all safeguarding and health and access control procedures are in place and effectively monitored.
- To line manage all Receptionist staff, including overseeing performance, conducting regula supervision and appraisal meetings, and supporting their professional development.
- To ensure that staff covering reception answer telephone calls in a friendly, professional, and efficient manner, dealing with general enquiries appropriately and ensuring that messages and requests are handled promptly and effectively.
- To support the FSBM in producing a range of communications on behalf of the federation, including letters, reports and public-facing materials, ensuring they are prepared accurately, professionally, and within required timescales.
- To support the management, maintenance, and ongoing development of the school's website, ensuring that content is accurate, up to date, accessible, and reflects the school's vision, values, and statutory requirements.
- To ensure that records are stored securely and managed in accordance with the federation's Record Retention, Data Protection policy, and all relevant legislative and regulatory requirements.

Human Resources Administration

- Manage staff sickness absence, including monitoring, recording, reporting, and coordinating return-to-work processes
- Support sickness management meetings, ensuring accurate minute-taking, timely follow-up actions, and appropriate documentation.
- Liaise with Islington HR for advice, case management support, and escalation where required.
- Coordinate recruitment processes, including advertising vacancies, preparing recruitment packs, arranging interviews, and completing pre-employment checks in line with safer recruitment requirements.
- Oversee onboarding and induction for new staff, ensuring all documentation, safeguarding checks, and training requirements are completed.
- Maintain accurate and confidential personnel files, ensuring compliance with statutory and school policies.
- Maintain the Single Central Record (SCR) to the highest standard of accuracy and compliance.
- Support the School Business Manager with payroll administration, including contract changes, timesheets, overtime, and liaising with payroll providers.
- Provide administrative support for disciplinary, capability, and grievance processes.

Federation Senior Administration Officer Job description cont.

Finance

- To support the FSBM with the day-to-day financial management of the federation, assisting with the administration, monitoring, and processing of financial transactions, maintaining accurate records, and ensuring compliance with financial procedures and deadlines.
- To ensure that resources are ordered in a timely and cost-effective manner, in accordance with the federation's financial procedures and procurement guidelines, and that all related information is accurately recorded and maintained within the finance system.
- To produce regular financial and budgetary reports, support staff in developing their financial knowledge and skills, and assist with the completion and submission of statutory returns and financial reports for the federation, the local authority, and external funding providers, ensuring accuracy and compliance with required deadlines.
- To support the reconciliation of the school's bank accounts, ensuring that all financial information is accurate, promptly processed, and correctly recorded within the finance system, in accordance with the federation's financial procedures, regulations, and audit requirements.
- To assist with the organisation and administration of school trips and events in collaboration with colleagues, ensuring that all travel requests, bookings, and associated documentation are processed accurately and within required timescales. To support the promotion, monitoring, and collection of voluntary contributions through Arbor, ensuring accurate record-keeping and effective communication with parents and carers.

Pupil Admissions

- To support the pupil admissions process with providing clear communication to families and ensuring a welcoming, supportive process and supporting the maintenance of accurate pupil records, ensuring compliance with statutory admissions guidance.
- To support the management of admissions paperwork, data entry, and liaison with the Local Authority supporting the co-ordination and transition arrangements for new starters.
- Ensure the accurate input and updates of pupil and school data on the school's Management Information Systems.
- Assist in the provision of an efficient and effective school administrative function.

Other

- To undertake relevant training and actively participate in meetings, supervision sessions, seminars, and other professional development activities, contributing positively to effective communication, continuous improvement, and the ongoing development of both the role and the post holder.
- To support the administration of the federations Governing Body and its subcommittees, including scheduling meetings, preparing and distributing agendas and supporting documentation, attending and accurately minuting meetings as required, and ensuring that all governance records and documents are securely maintained and stored on Governor Hub in accordance with statutory and federation requirements.
- To carry out all duties with due regard for and in compliance with the Data Protection Act, UK GDPR, and all other relevant legislation, policies, and procedures, ensuring the confidentiality, security, and appropriate handling of personal and sensitive information at all times.
- To carry out all duties and responsibilities in accordance with the Federation's Health and Safety Policy, ensuring compliance with all relevant health and safety legislation, regulations, and procedures, and contributing to the administration and maintenance of a safe and secure environment for pupils, staff, visitors, and members of the wider school community.
- To support statutory policies and procedures; carry out all responsibilities and duties at all times in accordance with the Federation's Equal Opportunities Policy, promoting equality, diversity, and inclusion, and ensuring that all pupils, staff, parents, and members of the wider school community are treated with fairness, dignity, and respect.
- To undertake such other minor, occasional, or non-recurring duties appropriate to the grade and responsibilities of the post as may reasonably be required by management, in support of the effective operation of the federation.
- To promote and safeguard the welfare of children and young people, ensuring that safeguarding responsibilities are upheld at all times in accordance with the federation's safeguarding policies, statutory guidance, and child protection procedures.
- To treat all information acquired through employment, whether obtained formally or informally, as strictly confidential, ensuring that sensitive information is handled appropriately and in accordance with the federation's policies and relevant legislation.

Federation Senior Administration Officer Person Specification

Qualifications

Essential
- GCSEs English and Maths, equivalent to grade C or above as minimum.

Desirable
- NVQ3/4 in Business Administration or equivalent qualification in a relevant discipline (or working towards)
- Relevant Finance or HR qualification

Experience

Essential
- Working in an office environment at a supervisory level or equivalent
- Developing, managing and operating clerical, administrative, financial and organisational systems.
- Assisting with or managing of school finances and budgets and producing accurate reports.
- Analysing and evaluating data
- Experience of HR procedures including recruitment and safer recruitment compliance
- Excellent organisational, analytical, finance and people skills
- An understanding of how to plan for and lead change in systems and processes

Desirable
- Managing staff
- Organising, leading and motivating other staff
- Working in an education environment and/or with children or young people

Skills & Knowledge

Essential
- Good knowledge of financial regulations
- Good knowledge of administrative and management information systems.
- Excellent attention to detail.
- Excellent understanding and practical knowledge of schools management information systems e.g. Arbor

Skills & Knowledge cont.

- Excellent understanding and practical knowledge of financial management systems
- Effective communication and interpersonal skills
- Ability to build effective working relationships with staff and other stakeholders

Desirable
- Knowledge of legislation and best practice around the management of health and safety in schools.
- Knowledge of legislation and best practice around the management of recruitment and employment in schools.
- Basic Knowledge of legislation and best practice around data management and protection in schools.
- Understanding of school admissions and off-rolling systems.

Other, Personal Qualities

- High level diplomacy, emotional intelligence and robust interpersonal skills
- Can embrace change and innovation positively
- Commitment to promoting the ethos and values of the schools/federation and achieving 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 maintaining confidentiality at all times.
- Commitment to safeguarding and equality.
- Embraces change well.
- Commitment to professional development and training

How to apply

Application Deadline

This advert will close on **Wednesday 9th December 2026.** For candidates who wish to visit, we can host visits before and after shortlisting. Please contact Sharon, via the school office. A visit is highly encouraged.

Interviews on **Monday 14th December 2026.**

To apply:

Please apply online at Islington Council jobs.

Our community is rich in culture, heritage and diversity, and we want our team to reflect that. We encourage applications from candidates of all backgrounds, identities and experiences. If you share our values and want to make a positive impact, we would love to hear from you.

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.

- **Address:** Newington Green Primary School,
- Auriga Mews, London, N1 4ND
- **Tel:** 020 7254 3092
- **Email:** admin@newingtongreen.co.uk
- **Web:** Home | Newington Green Primary School
- **Acting Headteacher:** Mairead McDonnell

- **Address:** Rotherfield Primary School,
- Rotherfield Street, London, N1 3EE
- **Tel:** 020 7226 6620
- **Email:** admin@rotherfieldprimary.co.uk
- **Web:** Home | Rotherfield Primary School
- **Acting Headteacher:** Nia Silverwood

