



## Hotspur Primary School

Mowbray Street, Heaton, Newcastle upon Tyne, NE6 5PA  
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Headteacher: Miles Wallis-Clarke  
Deputy Head: Kevin McVittie

August 2019

Dear Prospective Candidate,

### **Finance and Administration Manager – Fixed Term One Year**

Thank you for enquiring about the post of Finance and Administration Manager at Hotspur. This post is fixed term for one year during the maternity leave of our School Business Manager. We are looking to appoint someone who wants to make a difference and enable the school as a whole to run effectively, efficiently and successfully with the welfare and wellbeing of all pupils and staff in mind.

The key areas of this role are financial management, whole school administration, data management, human resource management and school admissions. Applicants will be expected to demonstrate their ability to undertake the role as a result of previous administrative and management experience working in or with schools. There is more information in the job description and person specification to help you complete your application form to showcase your ability to succeed in the role.

Hotspur is a two-form entry school. It has a unique catchment area drawing from Heaton, Shieldfield, Jesmond Vale and Byker - children from very diverse backgrounds. The school population has been steadily growing from 335 children to over 400 in recent years. 30% of pupils are in receipt of pupil premium funding and the school has a number of children with challenging home circumstances. At the core of our work we have a mission to provide equality of opportunity which drives the work of all staff in the school.

Posts at Hotspur attract a lot of interest from high calibre candidates as it is a very effective and successful school. I encourage interested candidates to arrange an informal discussion with Jennifer Marshall, our School Business Manager who can discuss the role in more detail.

If you wish to apply for the post, you should return the application form and safe recruitment form. A satisfactory Enhanced Disclosure and Barring Service (DBS) check is an essential requirement for this post. You must disclose all previous convictions, cautions or bindovers; none of these may be considered "spent".

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the safe recruitment form before interview and, in the case of the successful candidate, failure to subsequently obtain a satisfactory DBS check will disqualify you from further consideration for this post. Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the 'Code of Practice on the Disclosure of Criminal Convictions in Schools'.

Please send a hard copy of your application to the school office by **10am on Friday 20<sup>th</sup> September 2019**.

Yours sincerely

Miles Wallis-Clarke  
Headteacher