



HABERDASHERS' ASKE'S FEDERATION

Administrative Officer (Admissions focus) Haberdashers' Aske's Hatcham College

Full Time, permanent to start ASAP

Dear Candidate,

Thank you for your interest in the post of Administrative Officer at Haberdashers' Aske's Hatcham College (HAHC). At the Haberdashers' Aske's Federation, we believe that our status as a growing Multi Academy Trust affords us the opportunity to think differently and innovatively.

We are therefore excited to offer the role of Administrative Officer at HAHC to support our work in this vital area. The Administrative Officers work as part of a flexible team of post-holders at each site of the Federation to provide general administrative/secretarial and office based support. The officers will work either in the team supporting the school senior management or the general duties of the office support for the school. The Administrative officers will be expected to train and work over a wide range of tasks, supporting areas of need as directed. At all times, the focus will be on ensuring that the team helps our organisation to improve outcomes for our students.

As a member of the flexible support team of administrators at the school/site each Administrative Officer will be expected to work across the full range of administrative support requirements and would have a focus on Admissions work. While education sector knowledge will of course be valued, we are also open to applications from individuals with diverse administration and admissions experience.

The Federation currently comprises three all-through schools and one free primary school, totalling over 5,000 students and 600 staff. The scale of expertise and leadership across our Federation gives us enormous capacity. This allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our schools and our Federation are uniquely exciting places to be and we hope that you decide to join us in our current phase of rapid development and growth.

Yours sincerely

Mary Williams, School Business Manager

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www.haaf.org.uk

NOW RECRUITING

SALARY:

£23,617 - £26,003 pa.
35 hours a week, 52 weeks a year.

Band 4 Point S13 to Band 5 Point S17
(depending on experience)
+ 17.9% pension (LGPS)

TO APPLY

TES jobs – www.tes.com



CLOSING DATE:
20th November 2018