



HABERDASHERS'
ASKE'S

**HATCHAM
COLLEGE**

**2021 - 2022
Receptionist
Candidate Briefing Pack
Haberdashers' Aske's Hatcham College**



www.habshatcham.org.uk

Welcome from our Principal

Dear Candidate,

Thank you for your interest in the post of Receptionist at Haberdashers' Aske's Hatcham College. It gives me great pleasure to write to you as the Principal of Haberdashers' Aske's Hatcham College, part of the Haberdashers' Aske's Federation. We are an 11-18 secondary academy within the Federation of eight other schools. Hatcham College has a long history dating back to 1692. This school moved to its current two sites in Jerningham Road and Pepys Road in New Cross in 1875. We have excellent facilities as students are able to participate in sports at our Playing Fields at Nunhead. This history is very important us, as it means that we have been in the business of educating young people in London for over three hundred years.

Our College has long-standing traditions and we believe that it is important for our young people to learn lessons from the past and define the narrative for their future. They are central to our story. Every child deserves a great school on their door step and we remain steadfast in our drive and belief to ensure that our children enjoy a great schooling experience each day.

This role of Receptionist comes at an exciting time, and we are filled with great optimism, working in partnership with the Federation, Local Governing Body and College Leadership. Together with the Hatcham Leadership Team (HLT), Extended HLT, teachers, support staff, site staff, parents, carers and pupils, we seek to improve our three key priorities; Quality First Teaching, Thirst for Learning and Progress & Achievement for All.

As a member of the College, we are seeking someone who is passionate about working with young people and will always encourage them to try their best preventing them from opting out or underachieving. The successful candidate will be expected to insist upon accurate, transparent, clear and positive messaging in all of the work that they do. It is important to share with you that our daily work is underpinned by equity, equality, diversity and inclusivity. Our pupils feel safe and enjoy school and we wish for our pupils to be routinely represented and be visible. There is more that we can do. We have a continued focus on reducing the disadvantaged gap whilst challenging the most able and this role can enable further capacity and support to our vision and values.

We are seeking someone who is committed, enthusiastic and keen to support our young people to strive for excellence and be the best version of themselves. Being a positive member, contributor and team-player are integral to the College and Federation, which offers a wide range of opportunities, resources and support so that staff can develop and flourish here. As an employer, we are committed to fairness and equality, and within the College, we proudly promote and celebrate a culture and ethos which is genuinely diverse and inclusive. Great journeys require great people and we are seeking a candidate wishing to be on this journey to improve the progress and outcomes for our young people with us.

I very much look forward to hearing from you.



Seema Solani
Principal
Haberdashers' Aske's Hatcham College



Our Trust



About Haberdashers' Aske's Federation

Haberdashers' Aske's Federation is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters', Hatcham College is part of the Hatcham cluster.

A cluster leader oversees the central services provision of the cluster, to ensure that all schools within it are supported well.

Our principal sponsor is the Worshipful Company of Haberdashers, who are very generous in their support. Put simply, our mission is to ensure that each of our schools offer a great education and are great places to work.

Each of our schools serve their local communities in Southwark, Lewisham and Bexley. As a Federation, we can offer more to all staff and students than any single school could offer alone. This 'Haberdasher's Advantage' ensures that the opportunities presented by working and learning at a Haberdasher's Aske's Federation school, are truly exceptional.

Whilst each of our schools maintains its individuality and serves its' unique context, we share a common vision as a group of schools: 'To support our staff and young people to be the best they can possibly be.' In this complex world, we need our young people to develop as compelling individuals – ready and able to take their place in the world with confidence. We know that education matters to the life chances of all young people, particularly those from disadvantaged backgrounds. We believe that each and every child and young person can and will succeed.

To find out more about Haberdashers' Aske's Federation, please go to: www.habsfed.org.uk

Our Vision



Federation Wide Vision

Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation, but always within the context of our long tradition of providing excellent education.

Based upon these values we aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment.
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

We will achieve these aims by providing a safe environment where all children and young people can succeed and through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge. High expectations of every member of our community

Our Sponsors



**The Worshipful Company
of Haberdashers**

The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers. Our heritage dates as far back as the 1680s. A substantial sum was donated to the Haberdashers' Company to build schools, giving pupils' improved educational and life experiences. There is more to a Haberdashers' education than what happens inside the classroom. Together with the Company, our schools go the extra mile to ensure that each of our pupils is prepared and equipped for life beyond the school gates.

The Haberdashers' Company is one of the Great Twelve Livery Companies of the City of London. Education is of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers pupils in the Haberdashers' schools something truly unique.

Find out more: www.haberdashers.co.uk

Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk



**Temple Grove
Schools Trust**

“I have been teaching at Haberdashers’ Aske’s Hatcham College since my NQT year over 20 years ago.

In that time, I have been given various opportunities to develop professionally and implement new projects and programmes that benefit our students in a variety of ways.

I greatly value the guidance, support and encouragement of members of my department, middle and senior leaders who are always open to discussing new ideas and ways of working that lead to improved student outcomes.

I am the parent of two teenage children, both who attend Hatcham College. They both feel safe, are very happy, and with the support of their teachers, are developing into extremely resilient and independent young people.”

Job Role



Job Title:	Receptionist
Contract Length:	Permanent
Contract Type:	Full time, 44 weeks per year
Salary:	£19,183 - £20,601 (depending on experience)
School:	Haberdashers' Aske's Hatcham College
Location:	New Cross, South East London

About the role

The core purpose of this Receptionist post is to contribute to the continuing development of Haberdashers' Aske's Hatcham College. Our three key priorities are to develop Quality First Teaching, Thirst for Learning and Progress & Achievement.

In your role as a receptionist, you would be responsible for providing secretarial, careers and administrative support for the school, as well as providing strong front of house personal reception service.

You must have high attention to detail, exceptional IT skills, written and verbal communication skills and be able to work autonomously. Your professional, friendly approach, great customer service and positive attitude is essential in this busy role.

Professional Development

Our staff are important to us. Great behaviours enable great teaching and learning and we believe that great teaching engenders a spirit and ethos of great progress and achievement over time. We know that without our committed staff, our children will not be as successful.

Therefore, professional development is key to our success. We enable staff to participate in a number of internal and external professional learning and support any relevant professional coaching and/or leadership development.

Key responsibilities of the role

Front of House

- To answer the phone and to provide a welcoming and helpful service to all visitors and students and staff within the college
- To keep the reception area clean, tidy and welcoming at all times
- To monitor the reception emails
- To sign for deliveries and ensure swift notification to the appropriate staff members
- To provide strong customer service to personal and telephone contacts with the school and to provide key liaison services to ensure visitors and clients are promptly and accurately conveyed to the right location not given suitable location

Administrative Support

- To initiate and maintain filing procedures and other forms of record management (including computer records), ensuring observance of confidentiality
- To ensure student records are kept up to date
- To input data onto SIMS database and produce reports as necessary
- To input late data on SIMS and to report to Attendance Officer as required
- To type correspondence as required by the Admin Lead
- To manage the pastoral wallets and all associated communications with students and staff and to maintain effective office procedures and the efficient flow of communications
- To undertake basic First Aid training
- Ensure that student care plans and medications are up to date

Careers Support

- To support the Career Coordinator particularly in administrative work, but increasingly in advice and guidance as timing permits
- To accurately record data pertaining to Sixth Form, College UCAS applications and progressions, ensuring records are kept up to date
- To support students in the completion of application forms for sixth form and college
- To assist and, after training, lead lesson takeover workshops and insight sessions for students
- To assist and, after training, lead careers educational visits with students
- To assist and, after training, support with careers assemblies
- To make contact with universities and employers regarding assemblies and employability programmes.

Pastoral and Behaviour Management

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the College's safeguarding policies
- To challenge and correct any behaviours that are not in accordance with College policy
- To be able to check and challenge incorrect uniform and adhere to the colleges behaviour policy, and to manage any behaviour concerns
- To provide accurate information for parents as directed by the College and department policy and to attend parents' evenings and other presentation meetings as directed
- To set and maintain the highest expectations of all students and to monitor student behaviour and engagement across subjects

General Responsibilities

- To work within the College and Federation framework with regard to health and safety
- To promote equal opportunities in the College
- To actively promote the aims and ethos of the Federation/College
- To support the College's commitment to the continued professional learning of all staff
- To contribute to the ethos of the college as a caring, supportive institution where Quality First Teaching is one of our key priorities
- To undertake any additional duties as may reasonably be required by the Principal

Person Specification

Criteria	E s s e n t i a l	D e s i r a b l e	HOW IDENTIFIED AND ASSESSED
			AP Application
			AS Assessment
			I Interview
			P Presentation
			R References
Education/Qualification and Training			
• GCSE English and Maths (C and above or equivalent)	✓		AP, AS, R,
• Experience of working in a school context or working with young people		✓	AP, AS, I, R,
• A Levels or other vocational qualifications		✓	AP, AS, I, R,
Experience, Knowledge and Skills			
• Recognised competency in literacy and numeracy	✓		AP, AS, I, P, R,
• Ability to work in a team	✓		AP, AS, I, P, R,
• Knowledge of SIMS		✓	AS, I, P, R,
• Ability to give the best advice to parents and College visitors, and assistance to students and teachers	✓		I, P, R,
Professional Standards/Other Requirements			
• A can-do person who works positively and collaboratively	✓		AP, AS, I, P, R,
• The ability to motivate and inspire others: both colleagues and students	✓		AP, AS, I, P, R,
• A considerable work rate and high degree of administrative efficiency	✓		AP, AS, I, P, R,
• Strong ICT skills	✓		AP, AS, I, P, R,
• Excellent interpersonal and communication skills (e.g. use of positive language)	✓		AP, AS, I, P, R,

<ul style="list-style-type: none"> Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, governors, staff and outside agencies 	✓		AP, AS, I, P, R,
<ul style="list-style-type: none"> Commitment to the promotion of diversity, inclusion, equal opportunity and equal treatment 	✓		AP, AS, I, P, R,
<ul style="list-style-type: none"> Sense of humour 	✓		I, P, R,
<ul style="list-style-type: none"> Willingness to support human values of democracy, rule of law, Individual liberty, integrity and mutual respect. 	✓		AP, AS, I, P, R,
<ul style="list-style-type: none"> Willingness to support and promote the Haberdashers' Aske's Advantage 	✓		AP, AS, I, P, R,

Why Haberdashers?

We're proud of our people. Bound by the Haberdashers name, our inclusive community in the heart of South East London is alive with diverse backgrounds, personalities and passions. We are building a culture where pupils, parents, teachers and staff selflessly serve each other, centered on traditional values and behaviours. When you become a part of Haberdashers', you find a place where you belong.

Working in education is not always an easy task. We see the effort, the creativity, the hours our staff put in. We show our appreciation by:

Providing talent development opportunities

We want the best people to join the Haberdashers' community because they are ambitious, talented and want to make a difference to children and young people. The Haberdashers' Trust is committed to the continuing professional development of all staff.

Providing a good pension

When you join the Haberdashers' community, you can join an excellent Pension scheme, either the Teachers' Pension scheme or the Local Government Pension Scheme depending on your role.

Offering flexible working

We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. We are able to consider all requests for flexible working after 26 weeks of continuous service

Supporting your health and wellbeing

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. We support a healthy work environment that is conducive to a healthy lifestyle. All employees have free access to a 24-hour confidential counselling service, designed to help staff deal with a range of personal and general problems.

Actively promoting equality and diversity

We are committed to promoting an equal, diverse and inclusive community. We want the best people in our schools regardless of age, disability, gender, gender identity, race, religion or belief, sexual orientation, pregnancy and family or marriage and civil partnership. We are particularly keen to receive applications from candidates from historically under-represented and minority groups

“Working in the Federation and in this job, I just love it. I embrace everything about it. There are so many opportunities in the Federation for growth and expansion”



Recruitment Process and Additional Recruitment

Closing date: Friday 13th August 2021

Interview date: We reserve the right to interview applicants as and when applications are received

Recruitment Process:

Once you have submitted your application, it will be assessed against your relevant experience and the criteria in the job description and person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- Written tasks
- Classroom visits
- Panel Interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing hatchamhr@haaf.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the College before employment can commence.



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For an informal discussion about this post,
more information or to arrange a visit,
please contact: hatchamhr@haaf.org.uk

Thank you for your interest in the
Haberdashers' Aske's Hatcham College. We
look forward to receiving your application.