



**Haberdashers'**  
Hatcham Primary

# Receptionist/Admin Assistant Recruitment Pack

2023/2024



Together, stronger



**Haberdashers'**  
Academies Trust  
South

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Dear Candidate,

Thank you for your interest in this post.

We are a Trust of nine schools, all based in South-East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives.

Having joined the Trust as CEO in September 2020, I am excited by the steps we have taken together and the future ambitions we have set.

We are a Trust with great potential, and three key strategies guide our success – all of these can be found on our website and within this recruitment pack. At the heart of these is our School Improvement Strategy but we know we will not be successful without great people and a secure infrastructure. Therefore, our People Strategy (which includes our EDI and well-being strategy) and our Business Sustainability are integral to our core business.

Our scale of expertise and leadership gives us the capacity to achieve great things. It is this capacity which will allow us to take on new challenges and allow our staff to become the best version of themselves.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

I look forward to hearing from you.



Jan Shadick  
Chief Executive Officer  
Haberdashers' Academies Trust South



Dear Candidate,

May I take this opportunity to thank you for expressing an interest in the post of Midday Supervisor at Haberdashers' Hatcham Primary.

Our school is a vibrant and diverse situated in the heart of New Cross community. At Hatcham Primary we celebrate and nurture all children as well as providing quality first teaching as a basic entitlement for all learners.

Our aim is to ensure each child reaches their maximum potential academically and socially by providing engaging lessons through the wide range of opportunities on offer within our curriculum. Pupils can gather an understanding of the world around us and develop their ability to ask questions and to think critically through our inclusive and rich curriculum.

Hatcham Primary is a two-form entry primary school, part of the Haberdashers' Academies Trust South, which consists of five primary schools and four secondary schools.

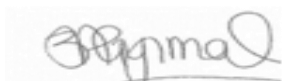
As a school, we provide a safe, rigorous, warm, creative, nurturing and challenging learning environment for pupils of all abilities and backgrounds to develop as well-adjusted young adults. We are an inclusive school welcoming children of all religions, cultures and abilities. We believe at Hatcham Primary all children can be: Helpful citizens. We believe all children can have a go and Try their very best in everything they do. We believe all the children can achieve Greatness!

I am seeking to appoint someone who will be work first point of contact in the front office, someone who is committed to providing excellent service and support to all visitors, staff and pupils. Your daily duties include, answering telephone calls and emails, typing and sending letters and school newsletters to parents, monitoring and replenishing office stock, updating the school website, noticeboards and social media, photocopying and filing and using Arbor to update registers, fire lists, school dinners and pupil files.

If you feel you have these qualities and share the schools too values and vision, then this is the school for you to apply for. I look forward to working with you on this exciting journey. I would be delighted to show you our school in action. Please contact [hatchamprimaryhr@habstrustsouth.org.uk](mailto:hatchamprimaryhr@habstrustsouth.org.uk) to organise a visit. [Visit our website to get an insight into Hatcham Primary.](#)

As an employer, we are committed to fairness, and we strive to ensure a culture which is genuinely diverse and inclusive.

I very much look forward to hearing from you.



Miss Emily Gyimah

Executive Headteacher  
Haberdashers' Hatcham Primary



# About Haberdashers' Academies Trust South



**We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.**

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: [www.habstrustsouth.org.uk](https://www.habstrustsouth.org.uk)

## VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

**Our three main objectives are:**

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy>

## Our Sponsors

**Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what our Trust and schools what they are today.**



### The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 21 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: [www.haberdashers.co.uk](http://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](http://www.templegrove.org.uk)

# Role Description

<b>Job Title:</b>	Receptionist/Admin Assistant
<b>Contract type:</b>	Permanent
<b>Salary:</b>	(S9 - S12) - £24,166.86 - £25,933.71
<b>School/Service:</b>	Haberdashers' Hatcham Primary
<b>Location:</b>	SE14 5RD
<b>Hours per week:</b>	Full Time – 40 hours per week, 8:00am to 5:00pm / Term Time Only, 42.9 weeks
<b>Days:</b>	Monday to Friday
<b>Accountable to:</b>	Operations Manager

## About Role

The purpose of the role is to be responsible to the Operations Manager for the control and efficient operation of the reception area. You will be required to be the initial contact for parents, visitors and also provide straightforward administration for the school. Provide excellent internal & external communication. Provide efficient administrative & financial support to the school, using IT and other resources. Provide First Aid to pupils and staff. Assist with the planning & development of the school office service.

The role offered is 40 hours per week on a 42.9-week basis (term time only). Office hours are 8:00am – 5:00pm, Monday to Friday.

## Professional Development

“Schools can't become the best places for students to learn and grow unless we make them the best places for staff to work and grow”

We educate children and young people to the very best of our ability, so that they can flourish at school and be successful in their lives. Our vision is for every school to be an excellent school and every one of us plays a part in achieving this vision. Our staff are our greatest asset.

Therefore, professional development is key to our success. We are fortunate to have our Professional Learning arm, the Habs Institute, who manage and provide a number of professional development programmes.

# Key Responsibilities of the role

## Main Duties and Responsibilities

- Responsibility for the smooth running of the front facing reception area and other staff who provide reception cover, including maintaining communication channels regarding messages to staff, pupils and parents. Ensuring that reception is maintained across the whole year, including periods of school closure.
- Responsible for reception/switchboard duties including:
  - Dealing with all telephone calls, taking messages and dealing with enquiries
  - Greeting visitors to the school, being responsible for signing-in procedures and the issuing of visitors' badges, ensuring DBS certificates and ID are seen and recorded as necessary before visitor enters school premises.
  - Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
  - Report any safeguarding concerns in accordance with the Trust's safeguarding policies
  - To undertake any additional duties as may reasonably be required by the CEO, Executive Headteacher or Operations Manager.
  - Responding to parental enquiries either by phone, email or in person
  - Supervising and providing support to pupils who arrive late, need to be collected by their adult or with other queries
  - Manage distribution and collation of emails received through reception mailbox to relevant staff
  - Ordering resources for school
  - Ensuring payments for breakfast club and afterschool club is up to date and any arrears are chased up.
- In the event of a fire alarm, to take responsibility for monitoring the reception area ensuring all doors are closed and visitors are escorted to the fire assembly point. To take a register of all visitors and class lists to the fire assembly point to distribute to class teachers.
- To ensure written procedures are in place so that they may be followed in the event of the Senior Receptionist's absence.
- To act as an On call First Aider (if trained) as well as maintaining records of pupils who are taken ill and ensuring that transport is arranged before students leave the premises. In the case of accidents, to ensure that appropriate forms are completed, and an ambulance is called if necessary.
- Responsibility for maintaining a system for and dealing with lost property.
- Responsibility for maintaining the main office photocopier and reporting faults to the service provider.
- Responsibility for the efficient running of post distribution, dealing with all external and internal mail, including:
  - sending, logging and tracking parcels with parcel force and subsequent monitoring.
  - to make arrangements with couriers for the collection of exam papers.
- To undertake any other duties appropriate as may be required by the Operations Manager, including
  - supporting at Parents Evenings, Open Evenings and other events as and when required
- Record and file relevant student documents as requested by SLT
- Distribute post to staff and assist with postal requirements
- Assist with photocopying and printing needs of teaching staff
- Maintain stationery supplies within the reception area

# 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
<b>Education/qualification and training</b>			
Willingness to acquire first Aid qualification	✓		AP
GCSEs in English and Maths or equivalents.		✓	AP
Strong ICT skills	✓		AP,I, R, AS
<b>Experience</b>			
Some prior experience of working in school or pre-school setting	✓		AP,I, R, AS
Awareness of Health and Safety, Equal Opportunities, Data Protection, Safeguarding and other relevant policies		✓	AP,I, R, AS
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		AP,I, R, AS
A considerable work rate and high degree of administrative efficiency	✓		AP,I, R, AS
Experience of working with school based systems including Arbor and ParentPay		✓	AP,I, R, AS
<b>Knowledge and Skills</b>			
Ability to communicate effectively	✓		AP,I, R, AS
Understanding of issues of confidentiality	✓		AP,I, R, AS
Can quickly establish a good rapport with children and adults	✓		AP,I, R, AS
<b>Personal characteristics/other requirements</b>			
Show calmness, patience and understanding	✓		AP, AS, I
Willing to participate in training.	✓		AP, AS, I
Flexible and adaptable	✓		AP,I, R, AS
Ability to work as a team	✓		AP,I, R, AS
Commitment to safeguarding children	✓		AP,I, R, AS
Commitment to ongoing personal and professional development	✓		AP,I, R, AS



“Hatcham Primary is a great place to work. There is a wonderful, friendly atmosphere as soon as you walk in the door.

It is an atmosphere that promotes the well-being and holistic development of children throughout the school.

We have a hard-working, creative, and diverse team in our school. As a team we promote and celebrate each other's strengths as well as supporting each other to achieve great things. ”

Kate McStay, Year 3 Class Teacher and Middle Phase Lead  
Haberdashers' Hatcham Primary

## Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family- friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the Perkbox platform.
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit:  
[www.habstrustsouth.org.uk/Benefits](http://www.habstrustsouth.org.uk/Benefits)

“Starting at a new school is always nerve-wracking, but I felt right at home on my first day at Hatcham Primary. There is a strong sense of community amongst staff and children alike, and I am proud to be a part of that. As an employee, I feel both supported and empowered on a professional and personal level. I would whole-heartedly recommend Hatcham Primary as a place to learn or work.”

Finn Lindsay, Upper Key Stage 2 Lead  
Haberdashers' Hatcham Primary



## Recruitment process and additional recruitment information

**Closing date:** Wednesday 11th October 2023

**Interview date:** Interviews will be held as and when applications are received

**Start date:** Immediate

### **Recruitment Process:**

Once you have submitted your application, it will be assessed against the criteria in the 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:

- A written task
- A presentation
- A panel Interview

### **Special Requirements:**

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [hatchamprimaryhr@habstrustsouth.org.uk](mailto:hatchamprimaryhr@habstrustsouth.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:** We will obtain references from your referees if you are successful at interview. 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 shortlisted 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 School before employment can commence.



## Haberdashers' Hatcham Primary

For a confidential discussion about this post  
or to arrange a visit to our school, please  
contact the office on 020 7652 9560 or email  
[hatchamprimaryhr@habstrustsouth.org.uk](mailto:hatchamprimaryhr@habstrustsouth.org.uk)

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Thank you for your interest in  
Haberdashers' Hatcham Primary.  
We look forward to receiving your  
application.

[www.habshatchamprimary.org.uk](http://www.habshatchamprimary.org.uk)

Haberdashers' Hatcham Primary  
Hunsdon Road, London SE14 5RD