



**Haberdashers'**  
Borough Academy

## Administrative Assistant Candidate Recruitment Pack

2025/26



  
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Good  
Provider

Together, stronger



**Haberdashers'**  
Academies Trust  
South

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Dear Candidate,

Thank you for your interest in the post of Administrative Assistant.

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. We are committed to ensuring this success from 3 to Forever, under our mantra of 'once a Haberdasher, always a Haberdasher'.

Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.

Please take a look on our website for more information. We want the best people to join our Haberdashers' community and 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.

For a confidential discussion regarding this post, please contact [boroughhr@habstrustsouth.org.uk](mailto:boroughhr@habstrustsouth.org.uk) or 0203 7641321.

I look forward to hearing from you.

Jan Shadick  
**Chief Executive Officer**  
**Haberdashers' Academies Trust South**





Dear Candidate,

Welcome to Haberdashers' Borough Academy; a community school based at the heart of SE1. Our Academy is a wonderful place to learn – where pupils develop their academic scholarship alongside their character, in a world class setting.

Our mission is simple – we want pupils to **'Become their best at Borough'** in all aspects of their lives. We have the highest aspirations for each young person we work with and strive to help them to fulfil their potential.

Our Academy values, which were created by our young people, speak to that. We expect our learners to become excellent ambassadors for their **community**, by working hard to achieve their **aspirations**, whilst becoming **kind** and **resilient** citizens.

Our location in the centre of the capital allows us to provide a unique take on the curriculum, making the most of partnerships with world leading organisations which enrich and enhance our offer. In all areas of the curriculum, we aim to ignite a spark which enables our young people to become scholars of their chosen subject disciplines.

### **A Tradition of Excellence**

*Haberdashers' Borough Academy is part of the Haberdashers' Academies Trust South, a Trust of Academies that has been educating children in South London since 1876.*

We are proud of the traditions of excellence that are synonymous with the Haberdashers' Academies Trust. Our schools are driven by a common ambition – to become excellent schools which are grounded in their communities. Through partnership with family of schools in South London, pupils and teachers have access to opportunities which enhance the learning experience.

Our Haberdashers' Advantage programme is central to that mission. Pupils have access to a wider ranging extracurricular programme which supports your child to develop as a well-rounded person, ready and prepared to embark upon whichever pathway they desire. In addition, the Haberdashers' reputation is built on a tradition of high standards and academic excellence, and we are proud to continue this legacy by supporting every single student, and staff member, in reaching their full potential.

At the centre of the Haberdashers' approach are the highest expectations. We expect excellent presentation, politeness and respect, and a commitment to learning from every pupil. We believe that through those high expectations we create a culture in which our young people can flourish.

### **A Place to Belong**

We pride ourselves on having a deep knowledge of each and every child as an individual. Our pastoral model enables colleagues to get to know your child well, enabling us to tailor support and opportunities to their needs. We aim to work closely with our families to provide a supportive, caring environment for your child.

# 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](http://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>

Our journey is relatively new; but our ambitions are bold! We are immensely proud of our achievements to date, and invite you to visit to see us in action for yourself.

We look forward to hearing from you if you are aligned with our values and have the drive, skills and enthusiasm to make a real impact at Borough Academy.

We would invite you to follow the links below to get a further insight into our school:

[www.habsborough.org.uk/why-choose-borough](http://www.habsborough.org.uk/why-choose-borough)

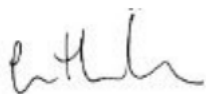
[www.habsborough.org.uk/News/Black-History-Month-Learning-Celebrations](http://www.habsborough.org.uk/News/Black-History-Month-Learning-Celebrations)

[www.habsborough.org.uk/Borough-Arts-Festival](http://www.habsborough.org.uk/Borough-Arts-Festival)

[www.habsborough.org.uk/Equality-and-diversity/EDI\\_Statement\\_of\\_Intent.pdf](http://www.habsborough.org.uk/Equality-and-diversity/EDI_Statement_of_Intent.pdf)

I hope that this brief information, alongside the recruitment details, encourages you to decide to apply to join us in our exciting current phase of development. Should you have any queries or want to come and visit our school, please do not hesitate to contact me.

Kindest regards



Mr Tom Howells  
Principal, Haberdashers' Borough Academy

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, Professional Learning is key to our success. As a new employee within the Trust, you will be supported by the Senior Directors of People and Professional Learning, alongside your line manager to realise your full potential.

We are proud to be a London Living Wage employer.



# 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

Job Title:	Administrative Assistant
Contract type:	Permanent
Salary:	Haberdashers' Support Staff PayScale
School/ Service:	Haberdashers' Borough Academy
Location:	SE1 OEX
Accountable to:	Administrative Lead

## About the role

We are seeking a professional, proactive, and friendly **Admin Assistant** to join our team and play a key role in delivering high-quality administrative support across the school. This is an exciting opportunity for someone who is well-organised, adaptable, and committed to supporting a busy school environment while maintaining a high standard of customer service to students, parents, staff, and visitors.

As an Admin Assistant, you will be responsible for a wide range of administrative tasks, contributing to the smooth and efficient running of daily school operations. You will work closely with other members of the Academy Services team, ensuring that the school's vision, values, and high expectations are consistently upheld in all interactions. In addition to general admin duties, you will support communication with families, maintain accurate records, assist with school correspondence, and help coordinate various processes that support teaching and learning.

The successful candidate will also cover reception on a part-time basis, acting as the first point of contact for anyone entering the school. You will greet visitors warmly, manage incoming calls and emails, and handle day-to-day enquiries with efficiency and professionalism. This front-facing element of the role requires a calm, approachable manner and the ability to manage multiple demands while creating a welcoming and well-organised environment. If you are a team player with excellent communication skills and a strong attention to detail, we would love to hear from you.

*(A full outline of the general duties and responsibilities for this role will be shared with the successful candidate. This will be provided in a separate document upon appointment.)*

# Person specification continued

	Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
Education & Qualifications	<ul style="list-style-type: none"> <li>Minimum of GCSEs (or equivalent) in English and Maths</li> </ul>		<p>AP,I, R, AS</p> <p>AP,I, R, AS</p>
Knowledge / Skills	<ul style="list-style-type: none"> <li>Strong administrative and organisational skills, including maintaining records, handling correspondence, and supporting office operations.</li> <li>Confident in managing communication tasks such as preparing letters, emails, distributing information to parents, and supporting events logistics.</li> <li>Familiarity with reception duties, including greeting visitors, answering phones, and managing sign-in procedures professionally.</li> <li>Ability to support student services by handling absence requests, admissions admin, attendance tracking, and medical records.</li> <li>Knowledge of basic first aid procedures (if trained) and willingness to assist during events, including setting up rooms and providing refreshments.</li> </ul>		<p>AP,I, R, AS</p>
Experience	<ul style="list-style-type: none"> <li>Experience providing administrative support in a busy office or school environment.</li> <li>Experience managing reception duties, including handling phone calls, visitor sign-in, and face-to-face enquiries.</li> <li>Involvement in organising and supporting school events or meetings, including setup and hospitality.</li> <li>Experience handling student-related admin such as attendance, admissions, and medical records.</li> <li>Familiarity with communicating with parents and guardians via letters, emails, and digital platforms.</li> </ul>		<p>AP,I, R, AS</p>

*“There is a strong community at the heart of this growing school. The school values of community, kindness, aspiration and resilience are lived out by pupils and staff. The school is ambitious for all pupils. Teachers have strong subject knowledge, and new teachers are well supported as they join the school.”*

**Taken from Borough Academy OFSTED Inspection Report  
March 2024**

# Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

**Perkbox:** Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and everyday essentials. Additionally, you have the option to make charitable donations.

**Pension Scheme:** (eligible and enrolled participants): From 1 April 1, 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

**Professional Learning:** Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

**Employee Assistance Program (EAP):** Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

**Well-being:** Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

**Staff Development:** Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

**Ride to Work and Cycle to Work Schemes:** Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

**Season Ticket Loans:** Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

Why Haberdashers?

# Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

## Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300\* bonus when they successfully complete their probation period.



## Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500\* after successfully completing their probation period.



## Milestone Appreciation Award

Long-serving members of staff to receive a £500\*\*\* reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



*\* subject to tax and National Insurance contributions, and other terms and conditions. Some senior leaders will be exempt from receiving the Talent Connect Bonus.*

Why Haberdashers?

*“I am honoured to work at Borough Academy and to be part of a fantastic team that are steadfast in their commitment to our students and local community. As a founding member of staff, I have worked with my colleagues, students and parents to help shape the school values and culture and I believe we have in place a curriculum that is both inclusive and challenging: having been built by staff all of whom a high level of subject expertise and understanding of the science of learning.*

*Our extra-curricular provision is the best I have seen in my time in teaching, and we make full use of our unique geography and proximity to some of London’s most enriching attractions.*

*Most importantly our young people are caring, kind, ambitious and fully committed to their learning. It is a genuine pleasure to welcome them through the school gate every morning and to work with them every day.”*

Vice Principal  
Haberdashers’ Borough Academy





## Recruitment process and additional recruitment information

Interview date: When suitable candidates have been identified on an On-going basis

Start date: October 2025

### 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 [boroughhr@habstrustsouth.org.uk](mailto:boroughhr@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. Please always include your current Head of School's details when applying for a teaching post.

**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 when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A Barring Check 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' Borough Academy

For a confidential discussion about this post  
or to arrange a visit to our school, please  
contact the office on 020 3764 1321 or email  
[boroughhr@habstrustsouth.org.uk](mailto:boroughhr@habstrustsouth.org.uk)

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Thank you for your interest in  
Haberdashers' Borough Academy.  
We look forward to receiving your  
application.

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

Haberdashers' Borough Academy  
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