



HABERDASHERS' ASKE'S FEDERATION



Haberdashers' Aske's Hatcham College BUSINESS SUPPORT GRADUATE TRAINEE RECRUITMENT PACK

A MULTI-ACADEMY
TRUST

www.haaf.org.uk



About us

A Message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a growing Multi-Academy Trust of three secondary schools and five primary schools organised as three all-through 3-18 academies and a primary free school:

Haberdashers' Aske's Crayford Academy

Haberdashers' Aske's Knights Academy

Haberdashers' Aske's Hatcham College

Hatcham Temple Grove Free School

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. We are opening a new secondary school in the London Borough of Southwark in September 2019. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

Our Principal Sponsors, the Worshipful Company of Haberdashers, take a keen interest in the welfare and progress of our students and are extremely generous with their support and expertise.

Being Part of a Multi Academy Trust

Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Performance, our three all-through school clusters are autonomous schools with their own Principals and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. To work effectively as a group at this scale, we depend upon effective communication within and between our schools and externally. Improving the effectiveness of our internal and external communications is a key priority of our five-year strategy.



Statement of values, aims and ethos

The Haberdashers' Aske's Federation is a Federation of three all-through clusters of primary and secondary schools each at the heart of their community. They share a vision for the education of children and young people built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward looking and value innovation 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 through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel
- High expectations of every member of our community
- 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

Our Five-Year Strategy

Our five-year strategy for 2018-2023 sets ambitious goals for our Multi-Academy Trust. We want children in our schools to make rapid progress at all stages of their education (primary, secondary and sixth form) compared to their peers in other schools and as a result achieve excellent outcomes in their qualifications. To achieve this our strategy has six priorities:

- To fully align the curriculum and its assessment across our Federation from Year 1 to Year 11
- To establish our Atlas Teaching School as the provider of school improvement services within the Federation and as the provider of first choice in the local area beyond the Federation
- To create a sector leading Analysis and Insight service within the Federation
- To ensure our sixth forms are highly effective and financially viable
- To ensure our communication systems are efficient, reliable and effective
- To ensure our multi-academy trust has the structure to ensure high standards are sustainably delivered



Role Description

Business Support Graduate Trainee

Start date:	September 2019
Salary:	£20,974 FTE Band 2 Point 8 Support Pay Scale + 17.9% pension (LGPS)
Length of post:	Permanent
Location:	South London
Accountable to:	Admin Lead

Haberdashers' Aske's Hatcham College Business Support Graduate Programme is a unique opportunity for a university graduate to develop a career pivotal to the smooth running of the college. You will be the first point of contact for many members of the school and external stakeholders, and will be able to turn your hand to any admin-related task that is required. Applicants should be professional, personable and committed to providing an excellent service on behalf of the college.

You will have the opportunity to learn about every aspect of the office management process, and apply your learning to curriculum and practice issues in education, helping us to make a difference to outcomes for children and young people. You will be provided with a clear development path with tailored experience and your professional development will be identified and agreed with you throughout the programme and by the end of the programme you will be a skilled business and operations professional.

Summary of the overall purpose of the job

As our Business Support Specialist you will provide comprehensive administrative support to the school and you will be required to maintain administrative duties as well as general diary management. This role would suit someone who is able to work independently, who is enthusiastic and highly adaptable.



Detailed Responsibilities

Key responsibilities and objectives of the job:

- Supporting the administrative team to carry out their roles effectively and efficiently.
 - Diary management, arranging meetings, setting appointments and dealing with associated enquiries.
 - Producing letters/reports/minutes and other notes and correspondence as required.
 - Raising Purchase Orders and subsequent reconciliation.
 - Dealing with enquiries from parents, members of the public or other external bodies as necessary.
 - To use the Information Communication Technology as required to efficiently perform duties.
 - To work with other members of the support staff team in a co-operative and helpful manner.
 - To attend meetings with the Principal and take accurate meeting minutes.
- Supporting with first aid and fire marshal duties.

General responsibilities and objectives

- Excellent communication skills
- Excellent organisational, administrative and ICT skills
- Extensive knowledge of Microsoft Office software, including; Word, Excel, Outlook, PowerPoint and databases
- Previous office/administrative experience, ideally in an educational setting
- The ability to work under pressure in a fast-paced environment
- Strong customer service orientation and skills
- A friendly telephone manner
- High levels of personal presentation
- High levels of personal and professional integrity
- Ability to create productive working relationships at all levels
- High levels of discretion and confidentiality and awareness of data protection requirements
- Enthusiastic team player, with strong interpersonal and problem-solving skills
- Accustomed to working collaboratively within a busy office environment
- Highly flexible, able to multi-task and with determination to overcome barriers
- Commitment to personal professional development and a willingness to develop own skills
- Commitment to the personal and educational development of pupils and to an ethos of respect and service
- Positive rapport and personal warmth to gain the confidence of pupils, staff and parents
- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the college
- To actively promote the aims and ethos of the college
- To support the College's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training. If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: August 2019

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
Education/qualification and training			
• Graduate in an analytical discipline	y		
• Excellent literacy, numeracy and statistical skills	y		
Knowledge/skills			
• Familiarity with different types of data collected and used in schools		y	
• Excellent interpersonal and communication skills and the ability to establish positive relationships with colleagues, students and parents	y		
• Ability to work with a minimum of supervision and within a team.	y		
• Extensive working knowledge of SIMS and relevant training on Assessment Manager and Profiles is an advantage, but a commitment to undertake training in these areas is essential	y		
• Attention to detail and the ability to present data in a user friendly format.	y		
• Proficient in the manipulation of figures in spreadsheets and Microsoft Office applications, especially Excel	y		
• Knowledge of 4Matrix and Sisra		y	
• Strong overall ICT skills	y		
Experience			
• Have experience of working in secondary school environment.		y	
• Have relevant experience in a similar role, computer, numerical skills and sound key board skills	y		
• Demonstrate a proven track record of competency and accuracy in the use of ICT systems and data management, with particular emphasis on the use of Microsoft excel spreadsheet, mail mergers and database management.	y		

<ul style="list-style-type: none"> • Experience helping data users, including those who are not data literate, to understand how to use data and identify their data and analytical needs 			
<ul style="list-style-type: none"> • Have experience of working with Capita's SIMS systems. 		y	
Personal characteristics/other requirements			
<ul style="list-style-type: none"> • Ability to work independently, use initiative and solve problems. 	y		
<ul style="list-style-type: none"> • Ability to work to deadlines and liaise appropriately with staff, at all levels, in order to support the use of data for learning across the school. 	y		
<ul style="list-style-type: none"> • Maintain personal and professional credibility by being consistent, fair and respecting the need for confidentiality. 	y		
<ul style="list-style-type: none"> • A positive and reliable individual with an excellent attendance and punctuality record. 	y		
<ul style="list-style-type: none"> • Demonstrate self-motivation and a desire for excellence. 	y		
<ul style="list-style-type: none"> • Commitment to their own professional learning 	y		



Recruitment Process

Key dates

The selection process will take place according to the timetable below.

Application closing date Wednesday 21st August 2019

Shortlisting Applications will be reviewed as they are received until the post is filled

Format of Applications

Applications must be made via the TES jobs online form or by using the application form which can be downloaded from the vacancies page of our web site

<https://www.habsfed.org.uk/Staff-Vacancies/Hatcham-College/>

Further information

If you would like more information about the post or our organisation, please email hatchamhr@haaf.org.uk to request a confidential conversation.



Other Recruitment Information

References

The Federation will obtain references from your referees. In order to prevent a delay 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 exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and un-spent 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 Academy before employment can commence.

Equality and Diversity

We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing hatchamhr@haaf.org.uk and where practical we will support your request.



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