



Haberdashers'
Hatcham Primary

Primary Business Manager Recruitment Pack

2023-24



Together, stronger



Haberdashers'
Academies Trust
South

Contents

• Letter from CEO	Page 3
• Letter from our Principal	Page 4
• About us	Page 5
• Our sponsors	Page 6
• Role Description	Page 7
• Key responsibilities	Page 8- 9
• Knowledge, skills and experience	Page 10
• Why Haberdashers?	Page 13
• Recruitment process	Page 15
• Contact details	Page 16



Dear Candidate,

Thank you for your interest in the post of Primary Business Manager

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.

If you are interested in learning more about the position, please do get in touch with Executive Headteacher, Emily Gyimah on e.gyimah@habstrustsouth.org.uk

I look forward to hearing from you.



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 Primary Business Manager at Haberdashers' Hatcham Primary.

We are looking for a Business Manager to strategically manage all non academic operations within the school. You will promote the highest standards of business across the school and lead on all aspects of Finance, HR, Facilities and Premises, Administration, Health and Safety and part of IT.

To succeed in this role you will need to be able to handle a variety of tasks quickly and efficiently whilst maintaining a calm and professional manner. Work closely with Headteacher and other members of the senior leadership team. We are looking for someone who is committed to working at the school and with colleagues across our Trust and who is committed and ambitious for their own professional development.

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.

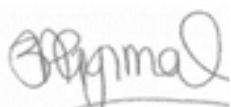
Hatcham Primary is a two-form entry primary school, part of the Haberdashers' Academies Trust South, which consists of five primary schools and four secondary schools.

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!

We are seeking to appoint someone who is driven, a team builder, a team player and committed to our primary school and looking to help us continue to flourish as primary. If you too share these values and feel you have these qualities, 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 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

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



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

Role Description

Job Title:	Primary Business Manager
Contract Length:	Permanent
Salary:	Band M5- M7(£47,153 -£49,712)
School/ Service:	Haberdashers' Hatcham Primary
Location:	SE14 5RD
Hours per week:	35 hours per week , 52 Weeks, 5 Days a Week
Accountable to:	Executive Headteacher

About Role

The purpose of the role is to be responsible to the Headteacher for the control and efficient operation of the non-academic activities of the school. You will be required to maintain tight management of the budget and ensuring procurement procedures are met. The Business Manager is responsible for finance, HR, IT, admissions, administration and the management and development of the Academy site and buildings, including catering and cleaning.

The Business Manager is a member of the senior leadership team and be a main point of contact for all stakeholders across the School.

Professional Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional development is key to our success. We are fortunate to have our own professional learning arm, the Habs Institute, where a number of professional development programmes are co-ordinated.

Key Responsibilities of the role

The Business Manager will:

- Be a part of the Senior Leadership Team, to strategically manage all non-academic functions of the school, including HR, facilities, administration, finance, IT and health and safety.
- Drive improvements in the school in line with the school development plan
- Assist with the creation of the budget and ensuring the agreed budget is delivered
- Ensure all finance policies are adhered to and to procure the best resources and services for the school
- To follow procurement processes to ensure value for money
- Oversee HR and line manage the HR Administrator to ensure all records are accurate, including checking payroll
- Ensure the Single central register is compliant and up to date
- Responsible for the training and personal development for all non-education support staff
- Oversight and management of the whole school administrative function.
- Manage the School's risk and business continuity
- To manage and review allocated policies
- Line manage the Facilities Manager, to ensure the Facilities Team are meeting all statutory requirements
- Ensuring the premises and facilities provide the best possible educational and working environment within the budget available and in line with Health and Safety requirements
- Manage building projects to ensure they are within budget, completed to a high standard and in line with Health and Safety requirements
- Oversight and management of site security, maintenance and insurances.
- Ensuring the Health and Safety Policy and Risk Assessment are implemented at all times and are subject to review and assessment at regular intervals or as situations change

Key Responsibilities of the role

- Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the Headteacher and where appropriate the Trust Director of Estates Oversee facilities lettings to increase income
- Manage external contractors to ensure SLAs are met including catering and cleaning
- Oversee the management of the School's asset register
- Oversee and manage the School's IT function
- Liaise with the Director of IT to review technology across the School and introduce new technology or improve existing technology for different purposes
- Act as the School's Data Protection Officer and ensure GDPR is implemented

Other responsibilities

- Keep up to date with developments in your area of responsibility
- Take responsibility for your own professional development in discussion with your line manager.
- Ensure the consistent implementation of school and Trust policies and procedures throughout the subject areas.
- Work collaboratively with the other academies and colleagues within the Trust.

General responsibilities

- To work within the School framework with regard to Health and Safety
- To promote equal opportunities in the School
- To promote the ethos of the School and Trust
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To support the School's commitment to the continued professional development of all staff
- Report any safeguarding concerns in accordance with the Trust's safeguarding policies
- To undertake any additional duties as may reasonably required by the CEO or Headteacher

The job description may be subject to review, modification or amendment at any time after consultation with the postholder

Knowledge, skills and experience

Education and Training

- Degree or equivalent, or significant experience demonstrating managerial skills.

Experience

- Experience in practical aspects of business planning and organisational management
- Experience of working in a school based environment and/or in an office environment is desirable
- Can demonstrate substantial experience of leading and managing people in multi- disciplinary teams
- Experience of creating and managing budgets
- Competent at using Microsoft Office packages, skilled and regular user of Word and Excel for the production of office work, intermediate (or better) user of the Microsoft Office suite

Knowledge and Skills

- Be able to think on your feet, react quickly and effectively in sensitive situations
- Use your initiative on a continuous basis to communicate confidently and effectively with all stakeholders
- Ability to multi task, work under pressure and handle a diverse workload
- Knowledge of facilities and premises management including health and safety requirements and legislation
- Ability to create reports to monitor KPIs
- Skilled in the presentation of documents for professional audiences
- Excellent Numeracy / Literacy skills

Personal qualities

- Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy
- A strong team player who will contribute to the wider development of the School
- Is a 'can do' person who works positively and collaboratively
- Will be able to demonstrate professionalism of the highest order
- Commitment to safeguarding and promoting the welfare of children and young people



“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 2 Class Teacher and Middle Phase Leader
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

“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, Year 6 Class Teacher
Haberdashers' Hatcham Primary



Recruitment process and additional recruitment information

Closing date: Friday 10th February 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:

- Lesson Observation (including with staff and pupils)
- A panel Interview

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing 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

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

www.habshatchamprimary.org.uk

Haberdashers' Hatcham Primary
Hunsdon Road, London SE14 5RD