



Haberdashers'
Borough Academy

Executive Assistant Candidate Recruitment Pack

2023/24



Together, stronger



Haberdashers'
Academies Trust
South

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Dear Candidate,

Thank you for your interest in the post of Executive 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. 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 boroughhr@habstrustsouth.org.uk

I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'J Shadick'.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



Letter from Declan Jones, Principal

Dear Candidate,

Thank you for your interest in Haberdashers' Borough Academy.

Borough Academy is a six-form entry, co-educational 11-18 school located on Southwark Bridge Road, on the former site of Southwark Fire Station. Having opened in September 2019 after stringent campaigning by local parents, we are growing steadily year-on-year with years 7 to 11 now on roll, and with preparations for sixth form provision well underway.

Construction is complete and we are now fully based in our final school building: an ultramodern, progressive school simultaneously steeped in history, with predominant aspects of the school housed in a conversion of a Grade 1 listed Georgian Building. Alongside this we have our very own state-of-the-art sports centre, which also serves the local community outside of school hours

Borough Academy is firmly grounded in the values of our federation. 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.

We are steadfast in our continuing commitment to the trust's statement of intent on Equality, Inclusion and Diversity and believe all our young people deserve to receive an excellent education, equitable opportunities and a value-added experience regardless of their background. We are proud of the diversity of our community and strive to ensure this is reflected in every aspect of school life.

We value personal development as much as academic progress and offer a wide range of enrichment activities which are attended by more than three quarters of our students. As proud members of the local community we have embraced its history and culture and encourage all our students to take advantage of the many trips and visits that leave the school site. We have a number of partners in the local community who, by working closely together, support and encourage the development of empathy, tolerance and philanthropy in our students.

We believe a Haberdashers education is a unique and valuable experience for the students who attend our schools and we are excited to offer that to more children and young people in South London.

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

www.habsborough.org.uk/News/Black-History-Month-Learning-Celebrations

www.habsborough.org.uk/Borough-Arts-Festival

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

A handwritten signature in black ink, appearing to read 'Declan Jones', with a large, stylized flourish at the end.

Mr Declan Jones
Principal Haberdashers' Borough Academy

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:	Executive Assistant
Contract type:	Permanent
Salary:	Haberdashers' Trust Support Scale Band 4-6 for 35 hours per week, 52 weeks per year (£28,162 - £33,937)
School/ Service:	Haberdashers' Borough Academy
Location:	SE1 0EX
Hours per week:	Full-time
Accountable to:	School Business Manager

About the role

The post holder will provide direct support tailored to the needs, expectations and ways of working of the school Principal. This will require the EA to work flexibly to the needs and priorities of the Principal, and wider Senior Leadership Team, which may well be subject to constant change and unpredictable patterns of working.

We are looking for an innovative and forward-looking individual who has exceptional organisational skills, high levels of flexibility and adaptability, and the ability to multitask and prioritise an everchanging workload. The successful post holder will inspire students and contribute fully to a very active and hardworking team.

Key Responsibilities

- To be the immediate, effective and efficient link for the Principal to all the Haberdashers' Company, to the Trust, to external agencies, school stakeholders, and to parents and carers.
- To be responsible for diary management of multiple senior leadership colleagues, arranging meetings, setting appointments and dealing with associated enquiries
- To manage the Principal's email and postal correspondence
- To answer and direct telephone calls on behalf of the Principal
- To act as secretariat in meeting where required
- To be able to produce letters/reports/minutes and other notes and correspondence as required
- To manage and maintain the school calendar
- To be able to edit and finalise letters to an excellent and high standard including correcting spelling, punctuation, grammar and Trust-specific terminology.

Role Description continued

Key Responsibilities continued

- To assist with the organisation and promotion of events held at the school
- To prepare meeting rooms, replenish refreshments, escort visitors etc
- To manage information flow in a timely and accurate manner
- To make travel and accommodation arrangements when necessary
- To format information for internal and external communication – memos, emails, presentations, reports
- To assist with maintaining the school website, social media presence, and promotional material
- To develop and maintain a strong working relationship with staff across the school functions

General Responsibilities

- To work within the Academy framework with regard to Health and Safety.
- To promote equal opportunities in the Academy and support the Trust EDI (Equality, Diversity and Inclusion) strategy.
- To actively promote the aims and ethos of the Haberdashers' Trust.
- To support the Academy's commitment to the continued professional learning of all staff.
- To undertake any additional duties as may reasonably required by the CEO or Principal
- 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 Academy's safeguarding policies and undertake an enhanced DBS

Please note

This job description reflects the core activities of the role and as the Trust 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: September 2023

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			
NVQ Level 3 (or equivalent) in a relevant discipline	√		AP,I, R, AS
Knowledge/skills			
Excellent inter-personal and communication skills and the ability to establish positive relationships with colleagues, students and parents	√		AP,I, R, AS
Good ICT skills	√		AP,I, R, AS
Experience			
Experience in a customer-oriented environment; of working in a busy office environment	√		AP,I, R, AS
Experience of dealing with a wide range of people	√		AP,I, R, AS
Good understanding of confidentiality and ability to use tact and discretion	√		AP,I, R, AS
Personal characteristics/other requirements			
Ability to work flexibly as part of a team, as well as on your own initiative with the ability to prioritise workload	√		AP,I, R, AS
Excellent organisational and prioritising skills	√		AP,I, R, AS
Commitment to their own professional learning	√		AP,I, R, AS

“The chance to work at and be part of a school that is still growing, in the heart of London, is a once in a career opportunity. I love teaching at Borough; supporting the progress of our committed students, who truly reflect every part of this diverse, dynamic and creative local community, but also being supported by hugely talented colleagues from a wide range of backgrounds and experiences.

Your own professional wellbeing and development is regarded as an absolute priority of the senior leadership, with every member of the school community treated fairly and with consideration. This is a great opportunity for any educational professional looking for a new challenge”.

Alastair McNair, Head of Year 10 & Teacher of English
Haberdashers' Borough Academy

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

"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."

Euan Paterson, Associate Vice Principal
Haberdashers' Borough Academy





Recruitment process and additional recruitment information

Closing date: 8th December 2023

Interview date: W/C 11th December 2023

Start date: 8th January 2024

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

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 Principal'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

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

www.habsborough.org.uk

Haberdashers' Borough Academy
94B Southwark Bridge Road, London SE1 0EX