



**Haberdashers'**  
Crayford Academy

**2022-23**  
**Receptionist/Administrator**  
**Candidate Briefing Pack**

---

**Haberdashers' Crayford Academy**



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

# Welcome from our Executive Principal

Dear Candidate,

Thank you for your interest in Haberdashers' Crayford Academy.

Haberdashers' Academies Trust South is a Multi-Academy Trust of nine schools, (four secondary and five primary). These are currently organised as four 'clusters', Crayford Academy is part of the Bexley cluster which provides schooling for children aged 3-18 with over 1600 children in three schools: Crayford Academy (secondary), Crayford Temple Grove (primary) and Slade Green Temple Grove (primary).

We provide targeted support and a broad education to enable each and every one of our pupils to reach their full potential and to grow into well-rounded members of our community and 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 are looking to appoint an outstanding member of staff, in the role of Receptionist/Administrator. They will be an ambassador for the Academy's first impressions to guests, visitors and parents, whilst also providing administration support to staff and students, and first aid support as needed.

We hold a special place in our community, with pupil numbers increasing again year on year we are school of choice for many across the borough. I take great pride in the excellent opportunities we give to local children and know this view is shared by our parents and the pupils themselves. Our school is on a journey to great things, and we are looking for outstanding candidates to join our family,

I firmly believe the distinct Haberdashers' Trust ethos gives those who work in our schools the competitive edge. Working closely with colleagues across our Trust will give you access to first class professional development opportunities in your role. Ours is a culture of enthusiasm for high performance plus continuous improvement; and one of teamwork and open communication. By working together, we are afforded a distinct advantage in what we are able to offer new staff to the Trust. The opportunity for you to advance your career here is first class.

Attracting and keeping the best talent is the most effective way to grow a successful school, which is particularly important for us now as we push our pupils to greater success to have a positive impact on our community and beyond.

I hope my determination to take the school to the next level is evident. I recognise that this is by no means easy and demands a relentless focus on standards and improvement to get there and stay there. The successful candidate will be someone who is genuinely up for the challenge. In return, we can promise an investment in you and your future, offering a competitive remuneration and benefits package, providing first class professional development and career opportunities. You will work alongside peers of the very highest calibre from across the Trust. We are working with children from all backgrounds, all ages and all abilities, raising expectations of them and working hard to prepare them for life beyond the school. This job offers you an opportunity to showcase your talent and demonstrate your capacity to make a real impact in education.

Kindest regards

Mr Steve Wheatley  
Executive Principal  
Haberdashers' Crayford 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 our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect.

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.habsfed.org.uk](https://www.habsfed.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.habsfed.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 makes Crayford Academy what it is 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 of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

Our Haberdashers' roots go back as far as the 1680s when our founder, Robert Aske, left a sum of money to build a school for 20 underprivileged children. Despite his philanthropic work, Aske's life and work is not without some controversy, particularly his investment in the Royal African Company, a slave trade company, in 1672. Aske's involvement in the slave trade is not in doubt, but having recently carefully considered and widely consulted on these past events and what they mean for us today, we believe his legacy has made such a significant contribution to our schools and the education of young people in our community, however we will no longer use the name 'Aske' in the common name of our Trust and our schools.

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)

“I recently started working for Haberdashers’ and have found the staff to be extremely helpful and welcoming. I currently work as part of the pastoral team, supporting pupils with their wellbeing and mental health. I feel honoured to be part of the organisation”.

Vanessa Corbisiero-Hye, Pastoral & Wellbeing Mentor  
Haberdashers’ Academies Trust South



## Job Role

Job Title:	Receptionist/Administrator
Contract Type:	Permanent, 35 hrs per week, Term time only (part time may be considered as part of a job share)
Salary:	£19,358 - £20,772 (Band 3, Point 9-12)
School :	Haberdashers' Crayford Academy
Location:	Iron Mill Lane, Crayford
Accountable to:	School Business Manager

### About the role

We are looking to recruit an excellent Receptionist/Administrator to work front of house at Crayford Academy, providing outstanding customer service to visitors, parents, staff and students

The postholder would could be requested to cover a variety of tasks that come under:

- The schools reception service
- A range of administrative support services

### Role Responsibilities include:

- To welcome visitors to the school and follow the schools' safeguarding procedures for all visitors.
- To answer the phone and to provide a welcoming and helpful service to all visitors to the school and students and staff within the academy
- To administer first aid and support other first aiders as needed. This is a main part of the role.
- To manage communications with students and staff and to maintain effective office procedures and the efficient flow of communications
- To support filing procedures and other forms of record management (including computer records), ensuring observance of confidentiality.
- To manage any work given by the Business Manager confidentially and to a good standard (Word, Excel, Outlook and SIMs)
- To input data onto SIMS.net database and to produce reports as necessary

### 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 teaching school, where a number of professional development programmes are co ordinated.

# Key responsibilities of the role

## Role Responsibilities include:

- To ensure communications with all parties are efficient and effective
- To deal with first aid/students who are unwell
- Operate the school switchboard, being first point of call for the school
- Respond to telephone/email enquiries from parents and public.
- Receive parcels and deliveries; frank outgoing post and arrange special deliveries when necessary.
- Be responsible for the organisation of whole-school mailings
- Ensure that student records/logs are appropriately maintained.
- Manage the system lost property, dealing with the safe storage and/or return of lost, found or confiscated student property.
- Support the Central Office team in carrying out the day-to-day administrative requirements of the Senior Leadership Team and teaching staff.
- Administrative duties such as producing letter, emails, photocopying, filing, etc.
- To understand and work to Data Protection and Confidentiality guidelines/policies.
- To be flexible and highly organised.
- To work to deadlines in a calm and confident manner when under pressure.
- To use SIMS on a daily basis for school administration.
- To use all other school database facilities in order to carry out various tasks (e.g. SIMS pay, MS SharePoint and other IT systems).
- All other administrative duties as required by the School
- Administer the School's procedures for Parents' Open Days and Open Evenings

Candidates seeking a full time or part time role are welcome to apply and options can be discussed if your application reaches interview stage.

## General Responsibilities include:

- Promote equal opportunities and inclusion, addressing immediately should this fall short in their school.
- Promote the single Trust ethos.
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required.
- Work within the school's framework with regard to Health and Safety.
- 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 Safeguarding Policy

# Knowledge, skills and experience



## Education and Training

- Good general education to at least GCSE level or higher
- Customer services qualification (desirable)
- First Aid qualification (desirable)

## Experience

- Experience of working efficiently in a busy office, preferably in an education setting
- Experience of working to deadlines
- Experience of using IT systems; databases and Microsoft systems, preferably including SIMS

## Knowledge and Skills

- Ability to handle a number of issues simultaneously, while remaining calm, with patience and concentration
- Approaches all aspects of the work in a thoroughly methodical, conscientious manner to ensure continuous improvement in the service delivery
- Demonstrate absolute integrity, discretion and confidentiality
- Maintain, initiate and adapt reliable filing systems and to ensure that accurate paper and IT records are kept
- Committed to providing an effective service by adopting a flexible, positive and pro-active approach to work
- Uses initiative to secure a solution-focused approach to problems or obstacles
- Accurate keyboard skills and excellent organisational and administrative skills
- An understanding of and commitment to safeguarding and promoting the welfare of children and young people

## Personal Characteristics

- Proven ability to communicate, both orally and in writing, with demonstrable ability to deal effectively with sometimes challenging and politically sensitive situations
- Leads by example with high professional standards
- Strong and effective interpersonal skills in order to establish and maintain harmonious, purposeful and effective working relationships at all levels
- Is a team player, who is willing to collaborate



## 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)

“ I believe in the value of working collaboratively with colleagues and partner schools to bring out the best in staff and students. The Trust consider the development of staff to be integral in its pursuit of excellence and I am supported and encouraged to grow within my role. ”

Kate Atwell, Vice Principal  
Haberdashers' Crayford Academy



## Recruitment process and additional recruitment information

**Closing date 11 October 2022, 12pm**  
**Interview dates: w/c 10 October 2022.**  
**Applicants may be seen before closing date**

### 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:

- Panel interview on various topics
- Written task or activity
- Classroom visits
- Classroom observation

### Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [crayfordhr@haaf.org.uk](mailto:crayfordhr@haaf.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:** Before you are invited to interview, we will obtain references from your referees. 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 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' Crayford Academy

For an informal discussion about this post,  
more information or to arrange a visit,  
please contact:  
[crayfordHR@habstrustsouth.org.uk](mailto:crayfordHR@habstrustsouth.org.uk)

---

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