



HABERDASHERS' ASKE'S FEDERATION



PERSONAL ASSISTANT RECRUITMENT PACKAGE

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 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. 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. The Federation is at the cutting edge of national educational initiatives, committed to research and development and to adopting creative solutions that will benefit all students.

All our students are inspired to reach their full potential, no matter their ability or background; aspirations and achievements are constantly raised; the improvement of standards reflects the needs of the local and wider communities, through the highest quality academic, personal and vocational teaching and guidance. We build on the strengths and experiences of our schools so that our students become independent learners, fully equipped for the opportunities, challenges and responsibilities of adult life in the 21st century and well prepared to be the leaders, professionals and parents of tomorrow.



Haberdashers' Aske's Federation statement of values, aims and ethos

The Haberdashers' Aske's Federation is a Federation of three all-through state-maintained independent schools each at the heart of their community that share a vision for the education of children and young people. Our vision is 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



Role Description

Personal Assistant to CEO and Principal of Hatcham College

Start date:	ASAP
Salary:	£27,773-£29,949 (depending on experience) + 17.9% pension (LGPS)
Length of post:	Permanent
Location:	South London
Accountable to:	Assistant Business Manager

The PA will work closely with the College and Federation leadership teams, administrators and receptionists to provide outstanding administrative and secretarial based support. As the CEOs' and the Principal's PA they will have extensive knowledge of the organisation, be the first point of contact for internal and external stakeholders who wish to liaise with the CEO and the Principal and lead on the organisation of College and Federation events. The PA will also work as part of the cross-federation governance and executive support group, acting as clerk to governors' meetings and panels for exclusions, complaints and other casework.

Key Responsibilities

As a member of the flexible support team of administrators at the school the PA will be expected to work across the full range of administrative support requirements needed in a busy and diverse school office environment.

The allocation of duties will take account of strengths in skills and experience, but will be an ever-changing and interesting mix of all areas of administrative support. These will include;-

- Support the Principal of the College and the CEO of the Federation 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.
- The set up and accurate use and upkeep of systems of filing and office record keeping.
- Dealing with enquiries from parents, members of the public or other external bodies as necessary.



Key Responsibilities (cont.)

- Support for the governance of the academy and the wider Federation by Acting as one of the clerks to governors' meetings and panels for exclusions, complaints and other casework. This includes:
 - Organising the dates for governors meeting and panels
 - Advising governors on their decisions in panels
 - Drafting minutes of governors meetings and decision letters for governors panels as required
 - Working with other members of the cross-federation governance and executive support group to carry out these functions effectively and consistently across the whole organisation.

General administrative responsibilities as part of the Academy administrative team:

- Data and information entry to Federation IT support systems to support the office functions of the organisation.
- Arrangements for incoming and outgoing mail
- First Aid administration
- Using the Federation system for ordering and processing payments
- The accurate maintenance of registers, logs and other office based tools.
- Supporting the reception duties in the school
- Other project work of an administrative nature as allocated by the line manager.
- Other reasonable duties as required by your line manager
- This job description is subject to reasonable review
- To keep up to date with all the policies and procedures of the Federation as they impact on this post or as they impact on all employment matters.
- To respect and actively promote equality of opportunity in line with the policy of the Federation.
- To respect support and actively promote the vision & ethos of the Federation. To act as a positive representative of and ambassador for the Federation in its contacts with outside bodies and organisations.
- To cover for absent colleagues as requested by the line manager within the areas of the posts remit and if required in exceptional circumstances to cover for aspects of the work of the Assistant Business Manager or Principals PA.
- To undertake any other duties as required within the grading and remit of the post and to actively assist to cover staff sickness or other absences as required by the line manager.
- 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.



Other Recruitment Information

Please note

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: January 2018

Recruitment Schedule

Friday 16 February 2018: Role advertised

Friday 9 March 2018: Application closing date

Mid-March: Interviews



Other Recruitment Information

References

Before you are invited to interview, 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 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 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.

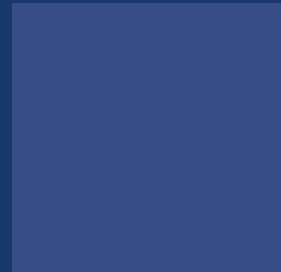
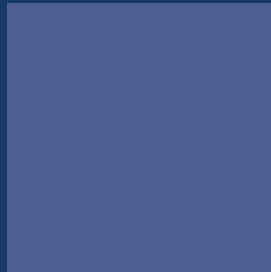
Special Requirements

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



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