



HABERDASHERS' ASKE'S FEDERATION



Haberdashers' Aske's Hatcham College CLEANER (Evenings 3.15pm – 9.15pm) RECRUITMENT PACK

A MULTI-ACADEMY
TRUST

www.habsfed.org.uk



About us

A Message from the Principal

Dear candidate,

It gives me great pleasure to write this introductory letter to you as the Principal of Hatcham College, part of the Haberdashers' Aske's Federation. Whilst the educational landscape and the way schools are organised and led are constantly changing, the foundations of Hatcham College and its long-standing traditions have not. Hatcham College is an 11-18 secondary academy within the Federation of eight other schools. Hatcham College has a long history dating back to the original founder, Robert Aske, who established the original Haberdashers' Aske's Boys school in Hoxton in 1692. This school moved to its current two sites in Jerningham Road and Pepys Road in New Cross in 1875. This history is very important to the Aske's Federation, as it means that we have been in the business of educating young people in London for over three hundred years.

This role of Cleaner comes at an exciting time, and we are filled with great optimism, and working in partnership with the Federation and Local Governing Body together with Hatcham Leadership Team (HLT), teachers, support staff, parents and pupils, our three key priorities are to ensure excellent Quality First Teaching, Behaviour for Learning and Achievement & Outcomes.

This summer's A Level results have been strong once again for the most able with three students gaining places at University of Cambridge and four students starting courses in medicine. We celebrated 16% of students achieving Grades AAB in at least two facilitating subjects and almost 50% of students achieving Grade A*-B in at least one of their A Level choices. 82% of our students gained Grade 4-9 in GCSE English with just under 27% of our students gaining Grades 7-9 in GCSE Mathematics. Successes in GCSE subjects such as Triple Science, Art, Music and BTEC Sport have given students much to be proud about. Another wonderful highlight of this summer is that two of our Year 11 pupils achieved nine Grade 9s and one Grade 8 each.

As I draw this message to a close, I would like to take this opportunity to thank you for considering this role and we look forward to working with you as Hatcham College continues to be a school of first choice aligning academic excellence, cultural capital, self-discipline, professional pride and service to others.

Yours sincerely,



Ms S. Solani



A Message from the Chief Executive

Dear candidate,

Thank you so much for your interest in the post of Cleaner and you may wonder what it is like to work as part of the Haberdashers' Aske's Federation. The Federation currently comprises a new school in Southwark and three all-through clusters each serving a different community in south-east London but all sharing an overall vision and ethos. This vision and ethos encompasses the views of all staff and governors within the Federation and is the compass for the Federation Executive team. This Team is chaired by me and is made up of the Deputy CEO who is also Principal of Borough Academy, the Executive Principals of the all through clusters, the Director of Atlas, two of our Primary Heads, the Federation Finance Director, and the Federation Director of Operations. Alongside the Federation Executive team each school has its own leadership team, leading to a total of around 50 senior leaders across the Federation. The scale of our leadership teams overall gives the Federation enormous capacity. It is this capacity that has resulted in the success of the Federation, and it is this capacity that allows us to mount new ventures such as Borough Academy in Southwark. And it is this capacity to embark upon new challenges that makes the Federation a uniquely exciting place to be.

If you are motivated by working in a challenging and supportive environment where the key outcome is our shared desire to achieve the very best for our children and young people to secure life chances from which they may not otherwise benefit, if you have the talent, tenacity and passion then I hope you will consider applying for this role.

Yours sincerely,

Adrian Percival CEO of the Haberdashers' Aske's Federation Trust

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 schools are autonomous with their own Principals, Head Teachers 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. The focus of our strategy is on using communication as a means to delivering our overall aims, which are set out below.

Statement of values, aims and ethos

The Haberdashers' Aske's Federation is a Federation of five primary and four 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 current five year strategy is summarised on the following page.

The first strand of the strategy is the alignment of our curriculum and its assessment. We have made good progress on this work with the core subjects and plan to move into other subjects and our primary curriculum later. We believe this is essential to ensure our students benefit from the capacity we have as a Federation to develop our curriculum and also to provide more robust and reliable assessment than they would otherwise experience.

Our curriculum principles underpin this work. These emphasise the central role of the core subjects and a knowledge led curriculum. The pedagogy we choose to support this is Direct Instruction, and that is included in the second strand of our strategy. We have spent the last several years moving towards this position and as a result of our experience and the research evidence behind both of these strands we are quite convinced this is the right direction in order for us to meet the very ambitious targets we have for pupil progress in the next five years.

THE HABERDASHERS' ASKE'S FEDERATION TRUST FIVE-YEAR STRATEGY 2018 – 2023



HABERDASHERS'
ASKE'S FEDERATION

OUR GOAL IS TO BE IN THE BEST TENTH OF MATS FOR PROGRESS*

KEY STAGE 2



Progress +2.5

Progress at key stage 2 of +2.5 in each subject, putting our MAT in the top 20 out of 150 primary MATs.

KEY STAGE 4



Progress 8 +0.5

Progress 8 at key stage 4 of +0.5, putting our MAT in the top five out of 50 secondary MATs.

A LEVEL



Value Added +0.2

Value added at A level of +0.2 putting our MAT in the top 5 out of 50 secondary MATs.



CURRICULUM



ATLAS



ANALYSIS



SIXTH FORM



COMMUNICATION



STRUCTURE



To implement our curriculum principles through fully aligned curriculum and assessment across our Federation from Year 1 to Year 11 and ensure it is fully communicated to all stakeholders

- Drive improvement in the secondary core subjects through new Core Curriculum Boards
- Align the primary curriculum and assessment by 2020
- Align history, geography, Spanish and French in the secondary phase by 2020



To establish our Atlas Teaching School as the provider of school improvement services within the Federation

- Ensure Direct Instruction is the principal pedagogy of the Federation
- Provide expert support and guidance as members of the core curriculum boards
- Provide subject level consultancy across the Federation



To ensure the Federation Analysis and Insight service leads the sector

- Ensure our data rich Federation is able to gain maximum benefit from this data
- Integrate data sources to provide insight that we would otherwise not have



To ensure our sixth forms are highly effective and the preferred provider within their communities securing their financial viability

- Ensure the quality of teaching and learning enables pupils to make excellent progress
- Maximise the "Haberdashers Advantage" by developing existing networks and creating new ones
- Develop a whole federation sixth form marketing strategy



To ensure our communication systems are efficient, reliable and effective

- High quality website and develop a social media presence
- Internal communications that ensure we are a highly effective organisation
- Ensure communications with external stakeholders are of the highest quality



Structure our multi-academy trust so high standards are sustainably delivered

- Ensure that our leadership structures result in excellence across our disaggregated Federation
- Establish Borough Academy as an excellent provider in the London Borough of Southwark
- Seek new opportunities for growth to our desired size of five or six all through clusters

* Year-on-year targets are presented in the Federation KPIs.

Haberdashers' Aske's Federation

The Quality Standards





Cleaner (Evenings 3.15pm – 9.15pm)

Start date:	Mon 4 th November 2019 (or ASAP)
Salary:	Scale 0, Spine Point C £14,632 pro rata 30 hours per week/42.9 weeks per year (actual salary 12,451)
Length of post:	Permanent
Location:	South East London
Accountable to:	Site Supervisor

Summary of the overall purpose of the job

To undertake cleaning duties at the school in order to maintain high standards of cleanliness and hygiene.

Detailed Responsibilities

- All internal areas including classrooms, offices, toilets to be cleaned daily, with approved materials and chemicals in accordance with local guidelines and health and safety regulations.
- All floor areas and stairwells (carpet and hard floor areas) to be vacuumed, mopped or suitably cleaned daily.
- All furniture in classrooms and offices including desks and tables to be cleaned daily as directed.
- All furniture in toilet areas (vanity units; wash hand basins; toilet pans and urinals) to be cleaned daily as directed.
- All door windows and kick-plates to be cleaned when necessary.
- All rubbish to be cleared, bagged and removed to the appropriate bin collection point daily.
- Clean up body fluids, vomit and other soiling as soon as practicable, using approved materials and chemicals.
- To have a general awareness of security issues (doors, windows, etc.) throughout the College.
- To make reports on damage or graffiti to the Senior Site Supervisor when discovered during the course of cleaning duty.

Key Responsibilities: General

- 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 cover for absent colleagues as requested by the line manager
- 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 committed to safeguarding the welfare of children & vulnerable adults
- To cooperate with the application for an Enhanced Disclosure from the Disclosure and Barring Service
- To complete the Safeguarding training on appointment and periodically thereafter as detailed in the Safeguarding policy
- To work within the College and Federation framework with regard to health and safety.
- 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 College's safeguarding policies.
- To support the College's commitment to the continued professional learning of all staff.
- To undertake any additional duties as may reasonably be required by the Principal.

This job description reflects the core activities of the role and as the Federation/College and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognises this and adopts 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: October 2019



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			
• No specific educational qualifications are required.			N/A
Knowledge/skills			
• Basic written skills in order to complete relevant forms	X		AP, I, R
• Knowledge of Health and Safety issues (General) and Control of Substances Hazardous to Health (COSHH)		X	AP, I, R
Experience			
• Able to maintain high standards of cleanliness and hygiene within the development and in other areas as required.	X		AP, I, R
• Experience of cleaning in a domestic or workplace setting	X		AP, I, R
• Able to carry out duties safely and identify and report hazards and risks	X		AP, I, R
• Able to undertake a range of manual cleaning activities	X		AP, I, R
• Experience of general cleaning activities.	X		AP, I, R
Personal characteristics/other requirements			
• Able to follow cleaning schedules and procedures	X		AP, I, R
• Able to work individually and as part of a staff team		X	AP, I, R
• Able to communicate with appropriate staff regarding cleaning supplies running low	X		AP, I, R
• Self-motivated and able to use own initiative.	X		AP, I, R
• Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons.	X		AP, I,



Person Specification

Key dates

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

Role Advertised	Tuesday 22 nd October 2019
Application closing date	Tuesday 19 th November 2019
Interview & assessments	Applications will be reviewed as they are received.

Format of Applications

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

Further information

If you would like more information about the post or our organisation, please contact hatchamhr@haaf.org.uk for 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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