



Haberdashers'
**Borough
Academy**

2021-22
Business Support Assistant
Candidate Briefing Pack

Haberdashers' Borough Academy



www.habsborough.org.uk

Welcome from our 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 year-on-year with years 7, 8 and 9 now on roll.

We are now based in what will be our final school building, with concluding stages of construction underway. On full completion we will have an ultramodern, progressive school simultaneously steeped in history, with predominant aspects of the school housed in a conversion of the Grade 1 listed Georgian Building. Alongside this we have our very own state-of-the-art sports centre, which will also serve 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 of 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 of 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 our education provision 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

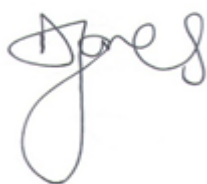
www.habsborough.org.uk/News/Black-History-Month-Learning-Celebrations

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 grey ink, appearing to read 'Jones', with a large loop at the end.

Mr Declan Jones
Principal| Haberdashers' Borough Academy

Our Trust



About Haberdashers' Trust

Haberdashers' Federation is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters, with Borough Academy currently in it's own cluster as the newest member of the Haberdashers' family of schools.

A cluster leader oversees the central services provision of the cluster, to ensure that all schools within it are supported well.

Our principal sponsor is the Worshipful Company of Haberdashers, who are very generous in their support. Put simply, our mission is to ensure that each of our schools offer a great education and are great places to work.

Each of our schools serve their local communities in Southwark, Lewisham and Bexley. As a Federation, we can offer more to all staff and students than any single school could offer alone. This 'Haberdasher's Advantage' ensures that the opportunities presented by working and learning at a Haberdasher's Federation school, are truly exceptional.

Whilst each of our schools maintains its individuality and serves its' unique context, we share a common vision as a group of schools: 'To support our staff and young people to be the best they can possibly be.' In this complex world, we need our young people to develop as compelling individuals – ready and able to take their place in the world with confidence. We know that education matters to the life chances of all young people, particularly those from disadvantaged backgrounds. We believe that each and every child and young person can and will succeed.

To find out more about Haberdashers' Trust, please go to: www.habsfed.org.uk

Our Vision



Federation wide vision

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, but always 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 and through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- 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. High expectations of every member of our community

Our Sponsors



**The Worshipful Company
of Haberdashers**

The Worshipful Company of Haberdashers

Our heritage dates as far back as the 1680s. The Haberdashers' Company is 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.

The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers pupils in the Haberdashers' schools 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.



**Temple Grove
Schools Trust**

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

"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. 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. This is supported by a dedicated team of staff all of whom take real pleasure in sharing their own passions with students as enrichment offers. I am tremendously proud of the support offer for students with additional need and we have a number of strategies in place to support these needs - everything from Forest Schools to counselling to tutoring from subject specific specialists who supplement the curriculum".

Euan Paterson
Assistant Principal

Job Role



Job Title:	Business Support Assistant
Contract Length:	Permanent
Contract Type:	Full Time
Salary:	Support Scale Band 3-4 (S9-S16)
School/ Service:	Haberdashers' Borough Academy
Location:	94B Southwark Bridge Road, SE1 0EX
Accountable to:	Office Manager

About the role

An opportunity is available for a Business Support Assistant to be part of a strong team that contributes to the effective running of the Academy.

The successful candidate will be a confident, proactive, and highly organised individual who can provide administrative support to the team, with a core focus on financial administration.

The successful candidate will relish variety and thrive on working well under pressure.

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

Key responsibilities and objectives:

- Complete regular and routine finance administrative duties (including ordering, checking deliveries, invoice processing, including school meal provision, expenses and cheque/BACS payment runs)
- Record all items of petty cash expenditure and ensure the petty cash is reconciled
- Record all income into the school and maintain comprehensive records of income
- Complete the monthly Data Exchange
- Compile cost centre transaction data to faculty heads (monthly) including copying charges.
- Record all cash book journals and ensure that cost centre recharging is up to date
- Preparation of weekly and monthly bank and purchasing card reconciliation and allocation of associated receipts and payments
- Respond to routine enquiries from budget holders
- To undertake any other tasks as requested by Line Manager or Senior Management of the Academy in line with the grade and responsibilities of the post.

General responsibilities and objectives:

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy and support the EDI strategy
- To actively promote the aims and ethos of the 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

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			
Well-qualified graduate in a relevant discipline	√		AP,I, R, AS
Fluency in another European language		√	AP,I, R, AS
Hold a formal accounting qualification (eg. AAT, CIPFA)		√	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
Excellent customer service skills	√		AP,I, R, AS
Excellent self-management skills: the ability to plan and organise oneself	√		AP,I, R, AS
Experience			
Experience of using a Management Information System and/or financial management software	√		AP,I, R, AS
Experience of working in an office environment in an administrative or finance role	√		AP,I, R, AS
Strong understanding of bookkeeping skills and accounts	√		AP,I, R, AS
Excel as a competent user; confident with formulae	√		AP,I, R, AS
Personal characteristics/other requirements			
A positive attitude and approach to change and development		√	AP,I, R, AS
Ability to maintain confidentiality	√		AP,I, R, AS
Commitment to their own professional learning	√		AP,I, R, AS

Why Haberdashers?

We're proud of our people. Bound by the Haberdashers name, our inclusive community in the heart of South East London is alive with diverse backgrounds, personalities and passions. We are building a culture where pupils, parents, teachers and staff selflessly serve each other, centred on traditional values and behaviours. When you become a part of Haberdashers', you find a place where you belong.

Working in education is not always an easy task. We see the effort, the creativity, the hours our staff put in. We show our appreciation by:

Providing talent development opportunities

We want the best people to join the Haberdashers' community because they are ambitious, talented and want to make a difference to children and young people. The Haberdashers' Trust is committed to the continuing professional development of all staff.

Providing a good pension

When you join the Haberdashers' community, you can join an excellent Pension scheme, either the Teachers' Pension scheme or the Local Government Pension Scheme depending on your role.

Offering flexible working

We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements.. We are able to consider all requests for flexible working after 26 weeks of continuous service

Supporting your health and wellbeing

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. We support a, healthy work environment that is conducive to a healthy lifestyle. All employees have free access to a 24-hour confidential counselling service, designed to help staff deal with a range of personal and general problems.

Actively promoting equality and diversity

We are committed to promoting an equal, diverse and inclusive community. We want the best people in our schools regardless of age, disability, gender, gender identity, race, religion or belief, sexual orientation, pregnancy and family or marriage and civil partnership. We are particularly keen to receive applications from candidates from historically under-represented and minority groups

"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
Teacher of English



Recruitment process and additional recruitment information

Closing date: Friday 10th December

Interview date: W/C 13th December

Start date: January 2022

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:

- Written tasks
- Classroom visits
- Classroom observation
- Panel Interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing t.loughran@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 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'
ASKE'S

**BOROUGH
ACADEMY**

For an informal discussion about this post,
more information or to arrange a visit, please
contact: t.loughran@haaf.org.uk

Thank you for your interest in Haberdashers'
Borough Academy.

We look forward to receiving your application.