



Haberdashers'
Hatcham College

Invigilator Recruitment Pack

2023



Together, stronger



Haberdashers'
Academies Trust
South

Contents

• Letter from our CEO	Page 3
• Letter from our Executive Principal	Page 4
• About us	Page 5
• Our sponsors	Page 6
• Role Description	Page 7
• Person Specification	Page 8
• Why Haberdashers?	Page 10
• Recruitment process	Page 12
• Contact details	Page 13



Dear Candidate,

Thank you for your interest in this post.

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.

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



Dear Candidate,

Thank you for your interest in the post of the Invigilator at Haberdasher's Hatcham College- the founding school in Haberdashers' Academies Trust South.

Hatcham College is a wonderful school in which students develop into young adults, with all the choices that their education has provided them. Academic achievement is our core purpose, but no less important is the development of characteristics and values that enable Hatcham alumni to reach their full potential and then go out into the world to effect positive change.

We have the highest of expectations for all our students. This enables us to focus on developing the currency (examination results), character and confidence that they will need to navigate adulthood to find their place in the world.

Students at Hatcham College have an environment with very clear and strict boundaries. This creates an environment that is safe and learning takes place without disruption. Students are rewarded for effort, resilience and making positive choices. Aspiring to be the best that you can be is at the heart of all we do.

At Hatcham College we believe that it is incredibly important for all students to achieve their academic potential, however a good education is much more than that. We believe that these transferable skills are needed for a successful future, whatever career path students choose to pursue.

This role of the Invigilator 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, site staff, parents and pupils. Communication is paramount in this role and our foci has been to insist upon accurate, transparent, clear and positive messaging in all of the work that we do. It is important to share with you that our three key priorities this academic year are to ensure excellent Quality First Teaching, Behaviour for Learning and Achievement & Outcomes. Pupils achieve well here. However, there is more that we can do. We have a continued focus on reducing the disadvantaged gap whilst challenging the most able.

You will be a team builder and a team player, working as an integral part of the Haberdashers' Federation, which will offer you access to the resources and support you need.

As an employer, we are committed to fairness, and we strive to ensure a culture which is genuinely diverse and inclusive.

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 would like to speak informally about this post, then please do get in touch at hatchamhr@habstrustsouth.org.uk I look forward to hearing from you.

Katie Scott
Executive Principal
Haberdashers' Hatcham College



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:	Invigilator
Contract type:	Permanent / Fixed Term
Salary:	TBC
School/ Service:	Haberdashers' Hatcham College
Location:	SE14 5SF
Hours per week:	Part-time or full-time hours considered
Accountable to:	Vice Principal

Key Responsibilities

About the role

The Invigilator will take a strategic lead on all areas of the examinations process, for both internal and external exams. You will be providing high quality administrative support to staff and students and able to communicate to various stakeholders.

The Examinations Officer will be responsible for the administration and organisation of all aspects of external and internal examinations in accordance with JCQ and awarding bodies regulations. You will be required to liaise with Heads of Departments and Senior management for the planning and organisation of the examinations. This is a varied and exciting post for a candidate with previous administration experience.

You will be expected to train and work over a wide range of tasks, supporting areas of need as directed. 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 examinations and administrative support.

Your working times will be flexible to meet the needs of the schools function.

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 (Atlas), where a number of professional development programmes are co-ordinated.

Role Description

Job Title:	Invigilator
Contract type:	Permanent / Fixed Term
Salary:	To be discussed
School/ Service:	Haberdashers' Hatcham College
Location:	SE14 5SF
Hours per week:	Part-time or full-time hours considered
Accountable to:	Vice Principal

Key Responsibilities

- To be able to correspond with examination boards as appropriate and submitting accurate entry information for external examinations to awarding bodies in advance of deadlines
- To liaise with all staff, e.g. heads of department regarding examination entries
- To be responsible for disseminating all examination board information regarding external examinations as required to staff, students, and parents/carers
- To communicate with the SENCo that the required SEN provision for SEN pupils is in place
- To effectively manage the daily running of external examinations, including arranging the setup of all exams rooms and ensuring that all required materials are in the examination rooms for the beginning of exams
- To ensure special arrangements for SEN are actioned in accordance with regulations
- To organize the secure storage of all examination stationery and materials, including question papers, in accordance with regulations
- To ensure that the examination rooms for external exams are organised in accordance with regulations
- To provide exam timetables and seating plans as required, to include dates, times, venues and number of candidates
- To be able to resolve external examination clashes in accordance with regulations
- To be able to brief candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables
- To be responsible for collecting and dispatching worked scripts in accordance with the regulations
- To be able to manage a team of invigilators, including regular briefings and training
- To be present and available in school on the days when results are notified by EDI, and overseeing the distribution of results to candidates on the following day (results day)
- To oversee the checking and distribution of certificates
- To process enquiries about results and requests for return of scripts
- To manage the examinations budget
- To take on any other reasonable duties as commensurate with the grading of the post

General

- Promote equal opportunities and inclusion, addressing immediately should this fall short in their School
- Report any Safeguarding concerns in accordance with Federation Safeguarding Policy

Person specification

Essential experience, skills and knowledge

- GCSE Grade C (or NVQ 2 equivalent) or better in Maths and English .NVQ level 3 preferred
- Further education qualification in secretarial skills/administration

Desirable experience, skills and knowledge

- Previous experience of using Arbor or similar systems
- Skilled and regular user of Word and Excel for the production of office work, intermediate (or better) user of the Microsoft Office suite.
- Able to maintain confidentiality
- Experience of working in a busy site office where keeping cool under pressure of work is the norm
- Use of good clear plain English in a business/office setting
- Excellent numerical skills to undertake a variety of tasks
- Experience of dealing with families/parents with a firm and empathetic manner

About you

- Excellent team working skills
- The ability to motivate and inspire others: both colleagues and students
- A considerable work rate and high degree of administrative efficiency
- Strong ICT skills
- Excellent interpersonal and communication skills
- Ability to remain calm under pressure and demonstrate sound judgement
- Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, governors, staff and outside agencies
- Strong 'presence' and ambassadorial skills
- Commitment to the promotion of equal opportunity
- Commitment to safeguarding and promoting the welfare of children and young people
- Sense of humour
- Willingness to support fundamental British Values
- Willingness to support and promote the Haberdashers' advantage

“My recent appointment onto the Executive Teaching Assistant Principal (ETAP) course to become Assistant Principal has been a very proud moment. That’s shown the faith the Head Teacher has in me and the support and development I have had at my time at Knights.

No single person has the right answer and therefore we are able to draw upon one another’s expertise to work together for the best interest of the pupils.”

Dan Portsmouth, Assistant Principal
Haberdashers’ Knights Academy

“ I applied to Haberdashers because it’s always been one of those prestigious schools and I just wanted to be a part of the Trust.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools”

Emily Gyimah, Executive Principal
Haberdashers’ Hatcham Primary

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 really enjoy being able to make an impact on the different aspects of school life. If you want to apply, then you should just give it a go. There is so much opportunity for growth here.

Adaze Oლისენუ, Graduate Business Operations Trainee,
Haberdashers' Borough Academy

“ Working in the Trust and in this job, I just love it. I love everything about it. There are so many opportunities in the Trust for growth and expansion”

Edna Asamoah, Data Manager
Haberdashers' Hatcham College





Recruitment process and additional recruitment information

Closing date: Rolling advert

Interview date: TBC

Start date: To be discussed

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 federation@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: 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.

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' Hatcham College

For a confidential discussion about this post
or to arrange a visit to our school, please
contact the office on 020 7652 9510 or email
hatchamhr@habstrustsouth.org.uk

Thank you for your interest in
Haberdashers' Hatcham College.
We look forward to receiving your
application.

www.habshatcham.org.uk

Haberdashers' Hatcham College
Pepys Road, London SE14 5SF