



Haberdashers'
Hatcham College

Exams Officer Recruitment Pack

2025



Together, stronger



Haberdashers'
Academies Trust
South

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Dear Candidate,

Thank you for your interest in the post of Exams Officer.

We are a Trust of nine schools, all based in Southeast 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. We are committed to ensuring this success from 3 to Forever, under our mantra of 'once a Haberdasher, always a Haberdasher'.

Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.

Please take a look on our website for more information. We want the best people to join our Haberdashers' community and 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.

For a confidential discussion regarding this post, please contact:

hatchamhr@habstrustsouth.org.uk

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 Exams Officer at Haberdashers' 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.

Following our recent Ofsted inspection in November 2024, we are proud to share that the school received high praise for its achievements. Below are some of the key findings from the report:

- ***"The school is highly ambitious. Staff share a belief that pupils can achieve excellent outcomes, whatever their starting point."***
- ***"Pupils, including those with special educational needs and/or disabilities (SEND), achieve excellent outcomes."***
- ***"The school provides rich experiences that broaden pupils' cultural and character education, including yoga, sociology, jiu-jitsu, and visits to Rome to extend Latin study."***
- ***"Leaders evaluate sharply the work of the school, ensuring all pupils become self-disciplined, mutually respectful individuals equipped for their futures."***

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.

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 makes 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 19 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:	Exams Officer
Contract type:	Permanent
Salary:	S25 - S28 (£32,860 - £35,479)
School/ Service:	Haberdashers' Hatcham College
Location:	SE14 5SF / SE14 5NY
Hours per week:	35hrs per week (44 weeks per annum)
Accountable to:	Vice principal

About the role

The role of an Exams Officer is a pivotal one within our school community. We are looking for a highly organised, detail-oriented individual to manage and oversee the full examination cycle—from initial entries to the final submission of results. The successful candidate will work closely with internal and external stakeholders, including exam boards, school leaders, teachers, and invigilators, to ensure that all examination processes run smoothly and in line with national guidelines.

You will be responsible for the administration, organisation, and smooth running of both internal and external examinations, including GCSEs, A-levels, and other vocational assessments. This involves ensuring compliance with awarding body regulations, coordinating access arrangements, preparing exam rooms, managing invigilators, handling secure materials, and maintaining accurate student records.

You will play a crucial role in ensuring students are well-supported through the exam process, from timetabling and communication to post-results services.

This is an excellent opportunity for someone who thrives under pressure, is able to multitask effectively, and has a commitment to high standards and integrity.

Reporting

This role will be reporting to the Vice Principal

Staff Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, Professional Learning is key to our success. As a new employee within the Trust, you will be supported by the College and Trust staff, alongside your line manager to realise your full potential.

We have an extensive professional learning calendar with widespread opportunities for colleagues at all stages of their career.

We are proud to be a London Living Wage employer.



Person specification

	Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
Education & Qualifications	- GCSE Maths and English Grade C or above (or equivalent) - Excellent written and verbal communication skills	A recognised qualification in exams administration, data management, or school business support	A, I A, I, AS
Knowledge & Experience	- Proven experience in administering public examinations within a school or similar educational setting. - Strong working knowledge of JCQ regulations and exam board procedures. - Demonstrable experience in managing confidential data and handling secure materials in line with regulatory requirements. - Experience of working effectively with a range of stakeholders, including teachers, students, awarding bodies, and external invigilators. - Proficient in using school management information systems (e.g. Arbor, SIMS, or similar) and Microsoft Office, particularly Excel and Outlook.	Working across a partnership of schools or across schools within a Multi-Academy Trust setting	AP ,I, R AP ,I, R AP ,I, R AP ,I, R AP, AS ,I ,R AP, I, R AP ,I, R AP ,I, R A, I, AS, R
Personal qualities	- Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them - Belief in equality and opportunity for all, ensuring that all staff feel included and listened to - Proactive and positive approach to finding solutions. Resilient in face of challenges - Highly flexible and adaptable, willing to respond to evolving need - High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully - Commitment to collaborative working and driven to achieve team goals - High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short - Commitment to safeguarding and promoting the welfare of children and young people		A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R

“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.”

“ 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”

Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

Perkbox: Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and every day essentials. Additionally, you have the option to make charitable donations.

Pension Scheme: (eligible and enrolled participants): From 1 April 1 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

Professional Learning: Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

Employee Assistance Program (EAP): Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

Well-being: Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

Staff Development: Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

Ride to Work and Cycle to Work Schemes: Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

Season Ticket Loans: Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

Why Haberdashers?

Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300* bonus when they successfully complete their probation period.



Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500* after successfully completing their probation period.



Milestone Appreciation Award

Long-serving members of staff to receive a £500*** reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



Why Haberdashers?

* subject to tax and National Insurance contributions, and other terms and conditions. Some senior leaders will be exempt from receiving the Talent Connect Bonus.

“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.

“ 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”





Recruitment process and additional recruitment information

Interview date: Interview will be held as soon as suitable candidates have been identified on an on-going basis

Start date: ASAP

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 hatchamhr@habstrustsouth.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 3764 1356 or email
hatchamhr@habstrustsouth.org.uk

our Ofsted report can also be found here: [Ofsted
report](#)

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

www.habshatcham.org.uk