



# HABERDASHERS' ASKE'S FEDERATION



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## Haberdashers' Aske's Hatcham Temple Grove (HTG) Primary School RECEPTIONIST RECRUITMENT PACK

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A MULTI-ACADEMY  
TRUST

[www.haaf.org.uk](http://www.haaf.org.uk)



## About us

### A Message from the Chief Executive

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A very warm welcome to Haberdashers' Aske's Federation. We are a growing 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. We are opening a new secondary school in the London Borough of Southwark in September 2019. 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

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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. 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.



## Statement of values, aims and ethos

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The Haberdashers' Aske's Federation is a Federation of three all-through clusters of primary and 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

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Our five-year strategy for 2018-2023 sets ambitious goals for our Multi-Academy Trust. We want children in our schools to make rapid progress at all stages of their education (primary, secondary and sixth form) compared to their peers in other schools and as a result achieve excellent outcomes in their qualifications. To achieve this our strategy has six priorities:

- To fully align the curriculum and its assessment across our Federation from Year 1 to Year 11
- To establish our Atlas Teaching School as the provider of school improvement services within the Federation and as the provider of first choice in the local area beyond the Federation
- To create a sector leading Analysis and Insight service within the Federation
- To ensure our sixth forms are highly effective and financially viable
- To ensure our communication systems are efficient, reliable and effective
- To ensure our multi-academy trust has the structure to ensure high standards are sustainably delivered



# Role Description

## Receptionist

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Start date:	September 2019
Salary:	£18,170- £19,513 Band 3 Point 9 to Point 12 Support Pay Scale 44 weeks per year (depending on experience) + 17.9% pension (LGPS)
Length of post:	Permanent
Location:	South London
Accountable to:	Headteacher

### **Summary of the overall purpose of the job**

The Receptionist is responsible for providing secretarial, clerical and administrative support for the school, as well as providing strong front of house personal reception service.



## Detailed Responsibilities

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### **Key responsibilities and objectives of the job:**

- To answer the phone and to provide a welcoming and helpful service to all visitors to the school and students and staff within the college
- To keep the reception area clean, tidy and welcoming at all times
- To manage the pastoral wallets and all associated communications with students and staff and to maintain effective office procedures and the efficient flow of communications
- To type correspondence as required by the Admin Lead
- To initiate and maintain filing procedures and other forms of record management (including computer records), ensuring observance of confidentiality.
- To ensure student records and filing is kept up to date
- To input data onto SIMS.net database and to produce reports as necessary
- To input late data on SIMS and to report to Attendance Officer as required
- To undertake basic First Aid training
- To monitor the reception emails
- To sign for deliveries and ensure swift notification of the appropriate member of staff
- To provide strong customer service to personal and telephone contacts with the school and to provide key liaison services to ensure visitors and clients are promptly and accurately conveyed to the right location or given suitable information

## **General responsibilities and objectives**

- Undertake other duties and responsibilities of an equivalent nature, as may be determined by your line manager from time to time.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- To support the school in meeting its obligations under the Health and Safety at Work Act
  
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children
- To promote the principle of equal opportunities in the College
- To promote a single College ethos
- To promote the College's commitment to the continued professional development of all staff
- To undertake any duties as may reasonably be required by the CEO or Principal
- To work within the College framework with regard to Health and Safety
- To be aware of and assume the appropriate level of College's safeguarding policies.

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: August 2019



# Person Specification

Criteria	Essential	Desirable	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
GCSE English and Maths (C and above or equivalent)	✓		AP
A levels or other Vocational qualification equivalents		✓	AP
Knowledge and Experience			
Recognised competency in literacy and/or numeracy	✓		AP, I, R
Demonstrate high level communication skills	✓		AP, I, R
Experience of working in a school based environment and/or in an office environment		✓	AP, I, R
Demonstrate the ability to work within teams	✓		AP, I, R
Knowledge of the National Curriculum		✓	AP, I, R
Skills and Ability			
Ability to give the best advice to parents and academy users and assistance to students and teachers	✓		AP, I, R
Ability to handle a diverse workload	✓		AP, I, R
Ability to identify work priorities and manage own workload and that of others	✓		AP, I, R
A can do person who works positively and collaboratively	✓		AP, I, R
Will be able to demonstrate professionalism of the highest order	✓		I, R
Ability to react quickly and effectively to situations and use initiative	✓		I, R
Ability to multi task and work under pressure	✓		I, R
Ability to establish positive relationships with pupils, including those with special educational needs	✓		
Personal characteristics/other requirements			
Highly organised	✓		AP, I, R
A passionate belief in the schools and department vision statement	✓		AP, I, R

Highest levels of professional and personal integrity	✓		AP, I, R
A strong commitment to the personal, spiritual, social and health development of young people.	✓		AP, I, R
Personal resilience, persistence and perseverance.	✓		AP, I, R
Commitment to undertaking training where required.	✓		AP, I, R





# Recruitment Process

## Key dates

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

Application closing date                      30<sup>th</sup> August 2019

Shortlisting                                        Applications will be reviewed as they are received until the post is filled

## Format of Applications

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

## Further information

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If you would like more information about the post or our organisation, please email [hatchamhr@haaf.org.uk](mailto:hatchamhr@haaf.org.uk) to request a confidential conversation.



## Other Recruitment Information

### References

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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

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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

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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

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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

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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

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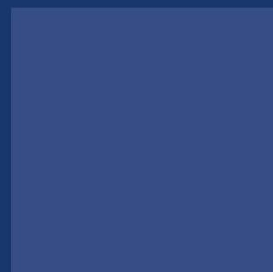
If you require reasonable adjustments prior to your interview, these can be arranged by emailing [hatchamhr@haaf.org.uk](mailto:hatchamhr@haaf.org.uk) and where practical we will support your request.



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