



**Haberdashers'
Academies Trust
South**

Exams Officer and Cover Manager Recruitment Pack



www.habsfed.org.uk

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Dear Candidate

Thank you for your interest in the post of Exams Officer and Cover Manager at Haberdashers' Hatcham College – the founding school in Haberdashers' Academies Trust South.

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 we have set.

The purpose of this role is twofold: to be the examinations officer for the College, managing all aspects of public exam administration and organisation, and to manage the implementation of the cover schedule on a daily basis.

You will work alongside the Principal and senior leaders as an integral part of the Trust, which will, in turn, offer you the resources and support you need in order to be successful.

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@haaf.org.uk

I look forward to hearing from you.



Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South





About our Trust

Our mission is simple. We want our children and young people to be successful in their lives. For this to happen, they need to be successful in our schools. This has been our mission since 1876. At that time our moral imperative was to ensure that every child in our care received the best possible education so that they have the best start in life. That imperative remains today.

Over the next five years we will bring this mission to life through Vision 2026 – 'Every School An Excellent School'. We will strive to ensure:

- excellent outcomes for ALL pupils, so that they can be successful in their next steps and their lives;
- that we are regarded as a great employer; attracting, retaining and developing the best staff; and
- that we are the Trust of choice and a welcome presence in our communities.

Our strategic priorities for the next five years have been set and these are:

- to secure a [high-quality curriculum](#);
- to embed the [Haberdashers' Principles](#);
- to support the development of strong leadership;
- to build a strong and effective partnership with the Central Team; and
- to build the Haberdashers' brand

In this complex world, we need our children and 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 who are most vulnerable. We believe that every child and young person can and will succeed.

Our [Haberdashers' Model of School Improvement](#) sets out how we will do this and the key ingredients which ensure an excellent school:

- Leaders who care
- Great People
- Powerful Knowledge
- Individuals with character
- Intelligent insight

TRUST 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.habsfed.org.uk/Our-Vision-and-Strategy>

About Haberdashers' Hatcham College



Haberdashers' Hatcham College is a state secondary school with academy status and a music specialism, located in New Cross. The school operates between two sites giving it a campus feel. The upper site is situated near to Telegraph Hill on Pepys Road, New Cross and the lower site is situated on Jerningham Road, opposite New Cross Gate rail station. Good relationships have been built with the local Haberdashers' Hatcham primary schools.

In Years 7 to 9, pupils follow the full national curriculum studying the core subjects of English, Mathematics and Sciences, alongside History, Geography, a Modern Foreign Language, Art and Music, Drama, Physical Education and Religious Studies. At Key Stage 3, all students study at least one Modern Foreign Language (choosing from German, French or Spanish).

At Hatcham College, there is an appreciation of learning languages. In addition, the College offers a second language to the most able linguists in Years 8 and 9, including community languages and Latin. Beyond core subjects, the school also offers a range of other subjects from the creative and expressive arts, other humanities subjects, specialist subjects such as Computer Science and also vocational qualifications.

As a Music Specialist College, the Music Department continually strives to raise its profile within the College through assemblies and weekly extended curricular clubs run by members of staff and visiting professional musicians that offer all students the opportunity to get involved. These include three different Choirs, two Orchestras, Jazz Band, String Ensemble, Rock Bands and Music Technology Clubs.

A number of Hatcham College students go on to study at Russell Group, Oxbridge Universities and/or on Competitive Apprenticeship Programmes.

Hatcham College has a great deal of internal expertise in its staffing body and we are keen to develop this talent so as to attract and retain the very best people.

For more information about Hatcham College, please visit: www.habsfed.org.uk

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 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 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.

Our Haberdashers' roots go back as far as the 1680s when our founder, Robert Aske, left a sum of money to build a school for 20 underprivileged children. Despite his philanthropic work, Aske's life and work is not without some controversy, particularly his investment in the Royal African Company, a slave trade company, in 1672. Aske's involvement in the slave trade is not in doubt, but having recently carefully considered and widely consulted on these past events and what they mean for us today, we believe his legacy has made such a significant contribution to our schools and the education of young people in our community. However, we will no longer use the name 'Aske' in the common name of our Trust and our schools.

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 and Cover Manager
Contract type:	Permanent
Salary:	£30,852 - £33,341
School:	Haberdashers' Hatcham College, New Cross
Accountable to:	Assistant Principal

The purpose of this role is twofold: to be the examinations officer for the College, managing all aspects of public exam administration and organisation, and to manage the implementation of the cover schedule on a daily basis.

The Examinations Officer 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 be 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.

The Cover Manager is an important role within the College. You will be responsible for managing the day to day cover requirements for teaching staff within the College, and for organising and supporting any cover teachers on site during the day. There will also be an expectation to foster and build strong links to external cover agencies to ensure the quality of the cover staff, whilst supporting the management of the budget.



Key responsibilities of the role

Exams Officer

- To research and understand exam requirements, policies and procedures and how they are assessed
- To keep abreast of developments/changes/updates to JCQ and awarding body regulations, guidance and instructions and ensuring all staff are aware of these regulations
- To work alongside the Hatcham Leadership Team to devise and be responsible for internal exam timetables, rooming, seating, resourcing and organise invigilation
- To collate examination registration and entry data as requested by awarding bodies, ensuring that these are entered onto the computer system and dispatched in accordance with deadlines
- To liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies to deliver accurate results to the centre
- To prepare, download, print and distribute the electronic receipt of examination results and the preparation of these for distribution to candidates on results day, either at school or through the post, enclosing the relevant additional information within the envelopes
- To be responsible for disseminating all examination board information regarding external examinations as required to staff, students, and parents/carers
- To support the SENCO in implementing examination access arrangements or reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)
- To submit and process any post-results services such as review of marking or appeals.
- To organise the secure storage of all examination stationery and materials, including question papers, in accordance with regulations
- To support the Head of Centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination
- 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 be responsible for the management of staff absences, including arranging cover for teaching staff, which will involve recording all absences and arranging external supply staff to ensure sufficient classroom staffing.
- To request and authorise agency invoices and complete time sheets
- To be responsible for emergency cover throughout the day including room changes if required
- To take on any other reasonable duties as commensurate with the grading of the post

Key responsibilities of the role cont'd...

Cover Manager

- Manage the cover system in accordance with the College policy
- Receive calls from staff regarding their absence from 7 am on a daily basis
- Share the cover list each day by 8 am on a daily basis
- Allocate cover effectively and efficiently for all teaching staff absences and inform relevant staff of any changes to the cover list
- Liaise with the supply agencies and book staff as required
- Be the main point of contact for all supply staff and authorise time sheets/working hours with agencies as required
- In liaison with reception staff on all sites, be responsible for the induction of supply teachers into school routines
- To ensure cover staff have read and understood the latest statutory Keeping Children Safe in Education (KCSIE) documentation
- To liaise with our Data Manager to record vetting details for cover staff

General Responsibilities

- To work within the College and Trust framework with regard to health and safety
- To promote equal opportunities in the College
- To actively promote the aims and ethos of the Federation/College
- To support the College's commitment to the continued professional learning of all staff
- To contribute to the ethos of the college as a caring, supportive institution where Quality First Teaching is one of our key priorities
- To undertake any additional duties as may reasonably be required by the Principal

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			
• School education or professional qualifications	✓		AP, AS, R,
• An Honours degree		✓	AP, AS, I, R,
Experience			
• A varied and successful experience in the secondary sector within a diverse environment		✓	AP, AS, I, P, R,
• Excellent grasp of using policies including reflecting on how to carry out procedures or processes fairly and consistently	✓		AP, AS, I, P, R,
• Excellent skills in communicating, influencing, celebrating and negotiating with a wide variety of people in an organisation	✓		AP, AS, I, P, R,
• Excellent administration skills	✓		AS, I, P, R,
• Has experience of dealing with families/parents with a firm and empathetic manner	✓		I, P, R,
• Has experience of working in a busy site office where keeping cool under pressure of work is the norm	✓		AP, AS, I, P, R,
• Ability to delegate effectively	✓		AP, AS, I, P, R,
Knowledge and Skills			
• A knowledge of school systems, including SIMs		✓	AP, AS, I, P, R,
• A strong ability to support post holders and other staff in their roles		✓	AP, AS, I, P, R,

Person specification

• Experience of how to effectively use data tracking and assessment to provide appropriate support and challenge for improvement in organisations	✓		AP, AS, I, P, R,
• Knowledge of current educational issues including developments in the sphere of public examinations, careers and university entrance		✓	AP, AS, I, P, R,
Professional Standards/Other Requirements			
• Excellent team working skills	✓		AP, AS, I, P, R,
• The ability to motivate and inspire others: both colleagues and students	✓		AP, AS, I, P, R,
• A considerable work rate and high degree of administrative efficiency	✓		AP, AS, I, P, R,
• Strong ICT skills	✓		AP, AS, I, P, R,
• Excellent interpersonal and communication skills (e.g. use of positive language)	✓		AP, AS, I, P, R,
• Ability to remain calm under pressure and demonstrate sound judgement	✓		AP, AS, I, P, R,
• Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, governors, staff and outside agencies	✓		AP, AS, I, P, R,
• Strong 'presence' and ambassadorial skills	✓		AP, AS, I, P, R,
• Commitment to the promotion of diversity, inclusion, equal opportunity and equal treatment	✓		AP, AS, I, P, R,
• Sense of humour	✓		I, P, R,
• Willingness to support human values of democracy, rule of law, Individual liberty, integrity and mutual respect.	✓		AP, AS, I, P, R,
• Willingness to support and promote the Haberdashers' Advantage	✓		AP, AS, I, P, 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 Hatcham College.

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.”

Secondary Assistant Principal

“ 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”

Primary Principal

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 to 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.habsfed.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.

- Secondary school support

“ 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”

- Secondary school support



Haberdashers' Academies Trust South

For a confidential discussion about this post
or to arrange a visit to the College, please
email HatchamHr@haaf.org.uk

Thank you for your interest in the
Haberdashers' Academies Trust South.
We look forward to receiving your
application.



Recruitment process and additional recruitment information

Closing date: 2nd September 2022

Start date: September 2022

Recruitment Process:

Once you have submitted your application, it will be reviewed against the criteria in the person specification. On the basis of this review, you may then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- Panel Interviews

We always involve our pupils and staff in the interview process.

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing hatchamhr@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.