

NOW RECRUITING



# HABERDASHERS' ASKE'S FEDERATION

Communication and Policy Manager  
Haberdashers' Aske's Federation Trust  
4 days per week, permanent to start ASAP

Dear Candidate,

Our organisation has a clear mission to provide excellent education to children in the London communities we serve and a history of doing so since the 17<sup>th</sup> century. We value our history and traditions, but we continue to thrive because we are innovative and commercial in our approach.

The Federation currently comprises three all-through schools and one free primary school, totalling over 5,000 students and 600 staff. The scale of expertise and leadership across our Federation gives us enormous capacity. 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. This role, reporting to the Director of Performance and the Director of External Affairs, is critical to the success of that goal.

The focus of our strategy is on using communication as a means to delivering our overall aims. For that reason this post brings together responsibilities for communication with overall responsibility for ensuring compliance with our full range internal policies and procedures and statutory requirements. In both aspects of this role you will need to work with and through others across the organisation. By harnessing the power of key staff and senior leaders in all our schools you will play a key role in helping us achieve our ambitious goals.

The major challenges in the next two years include procuring new web sites to better represent each of our schools whilst maintaining a common Federation identity; refreshing our intranet to make it a more useful resource for staff; developing a communication commitment for all our staff and working with colleagues across our schools to ensure it is followed; identifying and implementing improvements to our internal communications systems and helping staff to get the most benefit from them.

We are a growing organisation, so you will support the communications aspects of our major strategic projects. This includes opening a new secondary school (Haberdashers' Aske's Borough Academy), disaggregating the Federation's all-through schools into legally separate primary and secondary schools and promoting our growing sixth form at Haberdashers' Aske's Knights Academy. Effective external communication will be essential to the success of these projects.

We can offer a unique opportunity for someone with experience of using communication to achieve organisational goals. You will also need experience relevant to the policy aspect of the role, which could come from a range of different backgrounds. For example working in the policy or legal function of an organisation such as a business or regulator, or working in the administrative functions of a school, college or university. Experience of the education sector is desirable but not essential. Strong candidates from other public sector, charity or private sector backgrounds who can demonstrate the ability to learn the requirements of a new sector will be considered.

We support our staff to grow and encourage all staff to undertake professional development or academic qualifications related to their work. Our Federation is a uniquely exciting place to be I hope that you decide to apply for this unique and challenging role within it.

Yours sincerely

Fred Sharrock  
Director of Performance

Catherine Bartlett  
Director of External Affairs

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www.haaf.org.uk

SALARY:

£27,629 - £33,146  
(£34,536 to £41,433 FTE)

(Depending on experience)

+ 17.9% pension (LGPS)

TO APPLY

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

Email application to:  
[federationHR@haaf.org.uk](mailto:federationHR@haaf.org.uk)



CLOSING DATE:  
13 December 2018

INTERVIEW DATE:  
20 December 2018