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|----------------------------------|--------------------------------------------------------|
| <b>Position</b>                  | Federation Administrator                               |
| <b>Salary</b>                    | Spine 19 – 26 £23,055.92 to £27,218.93 (Actual Pay)    |
| <b>Hours</b>                     | 37.5 hours per week                                    |
| <b>Full Time Equivalent</b>      | Term time only plus 2 weeks (41 weeks) plus Inset days |
| <b>Contract Type</b>             | Permanent                                              |
| <b>Responsible To</b>            | PA / SAO                                               |
| <b>Location</b>                  | Mossbourne Community Academy                           |
| <b>Key Working Relationships</b> | Admin & Reception staff. Leaders & Managers.           |

### **Mossbourne Federation**

The Mossbourne Federation is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Over the last twelve years the Federation has nurtured Sir Clive's dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of 'Excellence', 'No Excuses' and 'Unity'. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional.

The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation.

The Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing and supporting inclusivity, diversity and anti-racism in every facet of what we do.

### **Mossbourne Community Academy (MCA)**

The Mossbourne Federation's flagship academy, Mossbourne Community Academy (MCA) is built on high expectations and doing right by the pupils in our care in order for them to succeed. MCA has not only changed the face of education in Hackney, but has also raised the bar in educational expectations to the highest level; we achieve recognition nationally for setting a new benchmark for non-selective comprehensive education. All pupils, regardless of background or ability, are encouraged to achieve their true potential and the behaviour of our pupils is exemplary. With outstanding GCSE and A-level results, year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country. We are tremendously proud that our most recent Ofsted Inspection, dated November 2021, judged the academy as 'outstanding' and starts with the sentence 'Mossbourne Community Academy changes pupil's lives for the better' because that is what we do, year on year. In 2023, Mossbourne Community Academy was named the top comprehensive school in London in The Sunday Times 'Good Schools Guide', the 5<sup>th</sup> most oversubscribed school in England and the most oversubscribed school in London. Such recognition is testament to the pride, hard work and dedication of our staff body, pupils and parents.

If you want to be part of the team that is improving the future of our students, then read on!

### **The Administration/Reception Department**

The Administration/Reception department consists of a group of front line office staff working together to the delivering of high standards of customer services and administrative duties at each Federation Academy. They work under the direct supervision of the Senior Administrative Officer in a vibrant and busy front office environment.

### **Job Summary**

The successful candidate will play a key part in supporting the smooth running of the administration department within Mossbourne Community Academy (MCA) and, as necessary, other academies within the Federation. They will assist the team at MCA which currently comprises of receptionists, pastoral administrator, attendance officer, medical administrator and reprographics officer. This role will undertake a full range of administrative duties.

This is a key post ensuring support in promoting the vision, ethos, culture and policies of the Federation. The image presented will need to reflect the values of the academy as a very high achieving centre of educational excellence. The successful applicant will be well organised, personable, motivated and willing to go the 'extra mile'.

You will have experience of working in a dynamic and challenging administrative environment, preferably within a school, with the ability to handle sensitive and confidential information. You will have excellent administrative and organisational skills. You will be flexible and able to adapt to the changing needs of the academy and the Federation.

### **Duties and Responsibilities**

The post holder will be responsible for providing administrative support to the academy, this includes but is not restricted to:

1. Organise and support administrative systems within the academy
2. Contribute & assist in the provision of an efficient & effective administrative service
3. Ensure accurate maintenance and management of pupil and academy data
4. Assist in the maintenance of the pupil database (SIMS) with a particular focus on roll, admissions and attendance
5. Represent the academy in a professional and welcoming manner to all visitors, staff, students, and other stakeholders
6. Undertake all reception duties as required
7. Complete first day of absence calling and recording for all pupils with non-attendance
8. Attend meeting with parents and external agencies and take notes
9. Assist with pupil first aid and welfare duties
10. Maintain and collate manual and computerised records and reports
11. Assist with reprographics requests ensuring deadlines are met
12. Support with maintaining stock and supplies
13. Assist the SLT in generating standard reports
14. Assist in the arrangement & organisation of activities both within the school and externally
15. Support the hospitality manager with functions as required
16. Support hospitality and admin in running Parents evenings

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification at any time after consultation with the post-holder.

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| <br><b>MOSSBOURNE<br/>FEDERATION</b> | <b>JOB DESCRIPTION</b><br><b>Federation Administrator</b> |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|

| Essential / Desirable    | PERSON SPECIFICATION Requirements                                                                                                                                                                               | Assessment Criteria |      |      |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------|------|
|                          |                                                                                                                                                                                                                 | Interview           | Form | Task |
| Experience & Knowledge   |                                                                                                                                                                                                                 |                     |      |      |
| E                        | Ability to communicate positively and effectively at all levels with excellent written and spoken English                                                                                                       | X                   | X    | X    |
| E                        | Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail                                                                            | X                   | X    | X    |
| E                        | Ability to be an effective team member using initiative, being proactive and having a flexible approach to work                                                                                                 | X                   | X    |      |
| E                        | Experience managing confidential work with tact & discretion, a calm personality and sound judgement in dealing with adults and children                                                                        | X                   | X    |      |
| E                        | Experience of working within an education environment                                                                                                                                                           | X                   | X    |      |
| D                        | Experience of preparation for an OFSTED inspection                                                                                                                                                              | X                   | X    |      |
| Qualifications           |                                                                                                                                                                                                                 |                     |      |      |
| D                        | Preferably degree level (office skills / business admin)                                                                                                                                                        | X                   | X    |      |
| IT knowledge             |                                                                                                                                                                                                                 |                     |      |      |
| E                        | Adept in using Microsoft Office applications (Excel, Word, PP, etc.)                                                                                                                                            |                     | X    | X    |
| E                        | Ability to adapt to & use new & existing systems & programs quickly                                                                                                                                             | X                   | X    |      |
| D                        | Knowledge of management information systems (SIMS)                                                                                                                                                              | X                   | X    | X    |
| Behavioural Competencies |                                                                                                                                                                                                                 |                     |      |      |
| E                        | Punctuality, reliability and ability to maintain a high degree of confidentiality                                                                                                                               | X                   | X    |      |
| E                        | Utmost integrity, high levels of motivation, determination & commitment                                                                                                                                         | X                   | X    |      |
| E                        | Proactive approach and efficient time management and prioritisation skills                                                                                                                                      | X                   | X    | X    |
| E                        | Confident, self-motivated and with initiative and judgement to be able to contribute significantly to assisting the Principal in prioritising, delegating and generally managing diary commitments and workload | X                   | X    |      |
| E                        | The ability to communicate effectively with people at all levels and to assess and diffuse confrontational situations                                                                                           | X                   | X    | X    |
| Applicable to all staff  |                                                                                                                                                                                                                 |                     |      |      |
| E                        | Undertake training as required to fulfil the requirements of the role                                                                                                                                           | X                   | X    |      |
| E                        | Support the federation through your actions, communications & attitude, adjusting performance & practice in accordance with initiatives and findings                                                            | X                   | X    |      |
| E                        | Recognise your role as part of the success of Mossbourne                                                                                                                                                        | X                   | X    |      |
| E                        | Play an active role in the safeguarding of students, adults & stakeholders                                                                                                                                      | X                   | X    | X    |
| E                        | Genuine interest & passion for the education of young people & the ability to contribute more widely to the wider life & community of the Federation                                                            | X                   | X    |      |
| E                        | To maintain a personal commitment to professional development linked to the competencies necessary to deliver the needs of the role                                                                             | X                   | X    |      |
| E                        | To practice equal opportunities in all areas of the role and work                                                                                                                                               | X                   | x    |      |

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.