MOSSBOURNE FEDERATION	**JOB DESCRIPTION** **PA to the Principal and Senior Leadership Administrator**

Position	PA to Principal and Senior Leadership Administrator
Salary	Actual Pay: £27,489.59 - £33,598.09(£30,537.21- £37,322.92FTE)
Hours	37.5 hours per week
Full Time Equivalent	Term time only plus 2 weeks and INSET days
Contract Type	Permanent
Responsible To	Principal
Responsible For	Agency & Contracted Staff as required during workload peaks
Location	Mossbourne Community Academy
Key Working Relationships	Principal. SLT. Central Services & Admin Staff. 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

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'. The Ofsted report begins with the sentence 'Mossbourne Community Academy changes pupil's lives for the better' - because that is what we do, year on year.

Job Summary

To act as the confidential personal assistant to the Principal, providing clerical support to the wider Senior Leadership Team which will include organising meetings, minute-taking and producing complex documentation in a timely manner and drafting correspondence in relation to standard requests etc.

The successful candidate will play a key part in the running of the Academy. They will be responsible for efficient support to the Principal and the Senior Team and the Local Governing Body. This role will undertake a full range of secretarial and administrative duties and will ensure the efficient and effective running of the Principal's office and daily business.

This is a key post ensuring support to the Principal 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 applicants 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, with the ability to handle sensitive and confidential information. You will be experienced in working with a wide range of stakeholders and be confident communicating with colleagues across all levels of the organisation with skill and diplomacy. You will have extensive previous experience as a Personal Assistant to senior management, excellent secretarial and organisational skills. You will be flexible and able to adapt to the changing needs of the Academy.

Main Duties and Responsibilities

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

1. A full secretarial service to the Principal; managing their diary, travel arrangements and file management, acting as first point of contact, preparing correspondence, documents and proof-reading. Maintain complex diary management for Principal and Senior Leadership Team, arranging appointments and meetings as appropriate and ensuring that they are adequately briefed and have all relevant papers to be discussed. This includes maintaining a close working relationship with the Senior Administrative Officer.

2. Act as a first point of contact within the school for staff, trustees, governors, parents and others seeking contact with the Principal and SLT; undertaking activities such as filtering telephone calls, receiving documents, correspondence and messages, and responsible for ensuring information is forwarded to the appropriate manager, academy or department in an efficient and timely manner.

3. Make any telephone calls as requested by the Principal and SLT and follow up any subsequent actions.

4. Access, as required, the wider Senior Management Team emails to manage inbox traffic, highlighting any urgent emails or actions arising from them.

5. Responsibility for the wider Senior Management Team's diary including arranging travel, scheduling of reoccurring routine meetings, planning and preparation of events, working in collaboration with the relevant departments and stakeholders as required.

6. Prepare and produce documentation for the wider Senior Management Team in a variety of formats including Word, Excel, PDF, PowerPoint and other reports including confidential material.

7. Prepare and collate documentation required by the Heads of School to attend meetings, secure and format reports, and reply to requests for information.

8. Assist the Principal in drafting high level, strategic documentation, e.g. SEF, Academy Improvement Plan, Governing Body Reports, etc. working to tight deadlines and ensuring that all documents are completed fully and accurately.

9. Assist with the preparation, drafting and production of documentation for Governors and Board papers, working closely with the Federation Team Lead and Federation Clerk as required.

10. Ensure that papers are given to the Principal and Senior Leadership Team for meetings and that any instructions and directions are obtained prior to the meeting.

11. Undertake data inputting and manipulation for the production of reports and statistics.

12. Undertake research, collate internal and external data, advising and reporting to the Principal as necessary when requested.

13. To be proactive, discreet and professional in your role as PA, demonstrating well-honed experience of supporting senior staff. You will field all enquiries with tact and sensitivity, maintaining strong relationships with internal and external stakeholders.

14. Excellent communication skills with an exceptional command of English, you will be adept at managing correspondence and have a good sense of when to consult or seek advice.

15. Excellent organisational skills to take the lead on coordinating the Academy's compliance policies, working closely with the Senior Leadership Team to collate and organise policies, procedures and handbooks for the whole academy.

16. Ensure accurate, comprehensive and Ofsted inspection-ready records are maintained up to date and relevant. Chase progress with colleagues responsible for individual policies and ensure action is followed through in a timely manner.

17. Publish compliance documents on the internal network and website where appropriate.

18. Create and manage a central digital file for all relevant documents accessible by key staff, ensuring good document & version control.

19. Support the Principal, Senior Leadership Team and HR with the recruitment process; creating the interview timetable, meeting and greeting candidates, conducting academy tours.

20. Organise workload and prioritise on a daily basis using own initiative and knowledge of the work with minimum supervision from the Principal and Senior Leadership Team.

21. Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

22. Assist with complex enquiries, and deal with difficult and sensitive issues & visitors to the school with tact and diplomacy.

23. Assist, liaise with and proactively collaborate with the Team Lead and Senior Administrative Officer to ensure the administration team provide the best possible service.

24. Support the Senior Administrative Officer with workload in busy times and provide cover in instances of absence.

25. Provide receipts for any purchases to Finance to enable them to record expenses quickly and efficiently.

26. Raise invoices and purchase orders when necessary.

27. Lead in the organisation of large-scale staff events, including the annual BBQ and summer staff party. Support the Senior Leadership Team with events, drinks receptions and performances when hosting Academy guests.

28. Arrange room bookings, organise hospitality and order stationery supplies, as required.

29. Book places on conferences and arrange train tickets for the Principal and wider Management Team.

30. Be responsible for ensuring that agendas & papers are prepared well in advance of meetings and that minutes are accurate. Responsible for the dissemination of information either in advance or

after the meeting and for following up actions directly with those who have been assigned actions, to ensure that agreed next steps are carried out in a timely manner.

31. Organise and prioritise work efficiently to ensure smooth running of the office on a day-to-day basis, including identifying opportunities to improve administrative procedures and taking the initiative to suggest ways of working more effectively & efficiently.

32. Collect, open and deal with mail and routine correspondence. Draft, produce and sign correspondence when necessary.

33. Awareness of the Data Protection Act & legislation ensuring confidentially of records and information.

34. Undertake switchboard and reception duties as requested.

35. Lead annual calendar meetings and compile, plan and manage the whole school calendar.

36. Liaise with the SAO, on the production of yearly planners for staff and students.

37. Any other duties commensurate with the pay grade as required by the Principal.

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Person Specification

Essential / Desirable	Requirements	Assessment Criteria		
		Interview	Form	Task
Experience & Knowledge				
E	Extensive experience of working as a PA to a senior executive	X	X	X
E	Experience managing complex workloads in a busy school environment	X	X	
E	Excellent written & oral communication skills to work with all stakeholders	X	X	X
E	Effective multi-tasking, meeting deadlines & priorities with attention to detail	X	X	X
E	Effective team member, proactive, using initiative, and being flexible at work	X	X	
E	Experience managing confidential work with tact & discretion	X	X	
E	Calm personality and sound judgement in dealing with adults and children	X		
D	Experience of preparation for an OFSTED inspection	X	X	
IT knowledge				
E	Thoroughly adept in using Microsoft Office applications (Excel, Word, PP, etc.)		X	X
D	Knowledge of school data systems	X		
E	Ability to adapt to and use various new & existing / systems / programs quickly	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 with initiative and sound judgement	X	X	
E	The ability to communicate effectively and diffuse confrontational situations	X	X	X
Applicable to all staff				
E	Undertake training as required in order to fulfil the requirements of the role	X	X	

E	Support the Academy through your actions & attitude, adapting working practices to align with the Federation ethos & tenets.	X	X	
E	Recognise your own role as integral to the success of Mossbourne	X	X	
E	Play an active role in the safeguarding of students, adults & stakeholders	X	X	X
E	Genuine interest and passion for the education of young people and the ability to contribute to the wider life of the Federation community	X	X	
E	Commitment to CPD that improves the competencies needed in 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.