



Mossbourne  
Federation

# Sixth Form and Pastoral Administrator

## Job Description

Date last reviewed on:	
Date to be revised on:	



<b>POSITION</b>	Sixth Form and Pastoral Administrator
<b>SALARY</b>	From £30,583.19 to £36,816.85 Actual Pay [Pay Scale spine point 26 to spine point 33: £33,973.02 - £40,897.61 FTE]
<b>START DATE</b>	Monday, 1 <sup>st</sup> September 2025 [INSET days 27-29 <sup>th</sup> August 2025]
<b>HOURS</b>	37.5 hours per week (9.30 am - 17.30 pm)
<b>FULL-TIME EQUIVALENT</b>	Term time only plus 2 weeks and Inset Days - 41 Weeks per year plus Inset days
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	Head of Sixth Form and SAO
<b>LOCATION</b>	Mossbourne Community Academy
<b>KEY WORKING RELATIONSHIPS</b>	Senior Administrative Officer, Head of Sixth Form, PA to the Principal, Admin and Reception staff, Leaders and Managers.

## Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPSA), secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA), 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 & supporting inclusivity, diversity & 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 students in our care. We are driven to ensure that MCA students have future choice and opportunities, succeed in their chosen career pathway, and make positive contributions to society. 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, and annually, for setting a new benchmark for non-selective comprehensive education. All students, regardless of race, gender, background, or ability, are encouraged to achieve their true potential and the behaviour of our students 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 student'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, students, and parents.

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



### **Job Summary**

The successful candidate will play a key part in the running of the academy regarding administration and communication, in particular, the Mossbourne Sixth Form. This role will undertake a full range of secretarial and administrative duties and will ensure the efficient and effective running of the Mossbourne Sixth Form, support for Sixth Form Students and the academy and daily business. Of the 10 days outside of term time, they will be required to attend between 5 to 7 days in August, annually, to support the exam results and admissions process for Sixth Form and GCSE.

This is a key post ensuring support to the Head of Sixth Form, Senior Administrative Officer, and the PA 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 have excellent secretarial and organisational skills. You will be flexible and able to adapt to the changing needs of the academy.

### **Main Duties & Responsibilities**

The post holder will be responsible for providing efficient administrative support to the Head of Sixth Form, the Senior Administrative Officer, and the Sixth Form Team, including the Higher Education Manager, EPQ coordinator, Senior Tutors, and the Higher Education and Aspiration Officer. This includes but is not restricted to:

- Supporting the Head of Sixth Form in all administration aspects unique to the post-16 student journey.
- Supporting the Senior Administrative Officer and PA to the Principal in all administrative aspects, as and when required.
- Being the first point of contact for Sixth Form students, parents, and external agencies. Receiving visitors and speakers, providing tours of the academy, as required.
- Supporting the preparation for Sixth Form student admissions, and ensuring a fully coordinated process is operated, ensuring staff and students are fully prepared for admission start dates.
- Experience using Applica software is an advantage here, but not essential, so long as the candidate is able and willing to learn.
- Providing administration support for all Sixth Form educational visits and events, including open events.
- Providing comprehensive administration support for the Sixth Form interview and induction process.
- Maintaining the Sixth Form calendar.
- Creating and editing letters to be sent, via PAM parent, to parents for both the Sixth Form and the main academy.
- To be responsible for maintaining the Sixth Form enquiries email inbox, responding in a timely and appropriate manner.
- Maintaining the Sixth Form website, and any related social media platforms.
- Maintain accurate and up-to-date, centrally held records of Sixth Form students on SIMS.
- Ensuring students and staff are made aware of timely information via the weekly bulletin.
- Administering the 16-19 Bursary, record keeping and liaising with the finance department.
- Arranging and minuting meetings, as required.
- Liaising with the Higher Education Manager to provide administration support with the UCAS and Enrichment Programme processes.
- Liaising with the Sixth Form budget holder to organise hospitality for meetings and events/functions throughout the year.

### **Pastoral and Safeguarding:**



- To provide administrative support and related assistance to all members of the Pastoral team covering a range of activities, and deliver a timely administrative service to meet the Academy's needs.
- The postholder will report directly to the Vice Principal (VP); however, activities may also be directed by the Second in Charge of Pastoral Care.
- To support the VP in the analysis of, and long-term planning for, pastoral care at MCA.
- To support the DSP in the administration of all matters pertaining to Safeguarding and Child Protection, including the safeguarding register and the proper management and maintenance of Child Protection Files.
- To write the agendas for, and attend and take minutes at, the termly Federation Safeguarding and Child Protection Committee meetings, which are chaired by the VP.
- To maintain clear and effective safeguarding systems and other confidential systems as directed by the DSP.
- To maintain a high degree of confidentiality with regard to issues concerning staff and students and respond positively with tact, sensitivity and awareness to students and parents.
- To provide general administrative services to the Vice Principal, e.g., processing correspondence, prioritising items and responses, and managing their diary.
- To be responsible for the administration of the process for transferring Year 11 files to students' next institutions.
- To make full and appropriate use of the IT at the school and develop computer-aided administration which supports the work of the school.
- To evaluate and improve your own practice, which may lead to improvements in the day-to-day running of the school and take responsibility for personal professional development.
- To maintain a professional portfolio of evidence to support the Performance Management process
- To attend necessary training to be a Designated Safeguarding Lead.
- To attend Pastoral Team meetings and support other Academy events as required.
- To perform other duties, including covering the essential work of absent colleagues in all federation schools, commensurate with the grading of the post, as directed.
- Producing and manipulating data and reports, as required.
- To undertake First Aid Training in line with guidance and provide First Aid when required.
- Continually update own professional knowledge.
- To work flexibly as part of a team, undertake other duties commensurate with the role, including cover for reception, as necessary.
- Flexibility to travel between sites, as required.



Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience				
E	Extensive experience working as an administrative officer	X	X	X
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	
D	Experience of preparation for an OFSTED inspection	X	X	
Qualifications				
D	Preferably degree level (office skills/business admin)	X	X	
IT knowledge				
E	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, PowerPoint)		X	X
E	Ability to swiftly adapt to and utilise new/various systems/software	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. Including first aid training, if required and as requested.	X	X	X
E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X
E	Recognise your role as part of the success of Mossbourne.	X	X	X



E	Play an active role in the safeguarding of all students and adults.	X	X	X
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***Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.***

***The document is not a comprehensive list; it simply outlines the expectations of this role.***

***This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. Undertake training as required to fulfil the requirements of the role. Including first aid training, if required and as requested.***