



MOUNT STEWART FEDERATION
Headteacher: Mrs S Newing
Carlisle Gardens, Harrow HA3 0JX
T: 020 8907 5113
E: admin@tmss.org.uk



INSPIRE. ACHIEVE. LEARN.

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Chrysalis
Multi Academy Trust

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Mount Stewart Schools Federation

Administrative Assistant – Welfare, Reception & Attendance

Salary: NJC Scale 2, Pt03-04 (Point dependent on experience)

Hours: 35 hours per week, Monday to Friday, hours to be agreed prior to start (Part Time, Term Time Only plus 5 INSET days)

Contract: Permanent

Location: Mount Stewart Schools Federation, Kenton, London Borough of Brent

Start Date: September 2026 (or as soon as possible thereafter)

Join Our Outstanding Team

Mount Stewart Schools Federation is a thriving, inclusive school and a proud member of the Chrysalis Multi-Academy Trust. We are committed to empowering excellence, inspiring leaders and providing outstanding opportunities for both our pupils and staff. We are an ambitious, inclusive and high-achieving school where our vision is "**Empowering Excellence, Inspiring Leaders.**"

We are seeking to appoint an enthusiastic, organised and compassionate Administrative Assistant to join our experienced administration team. This is a varied role that will initially focus on Reception before developing into Welfare and Attendance, providing an excellent opportunity for someone wishing to build a career within school administration.

This is an exciting opportunity to become part of a friendly, supportive team at a school where every member of staff plays a vital role in ensuring our pupils thrive.

The Role

Initially, you will:

- Be the first point of contact for parents, pupils and visitors.
- Manage the school reception, answering telephone calls and responding to enquiries professionally.
- Provide administrative support to the wider school office.
- Support the smooth day-to-day running of the school.

Following a structured induction and training programme, you will gradually develop responsibility for:

- Supporting the school's welfare provision alongside the Welfare Officer.
- Administering pupil attendance systems.
- Producing attendance reports.
- Preparing attendance letters and documentation.

- Supporting parent attendance meetings.
- Working closely with the Educational Welfare Officer (EWO) to improve pupil attendance.
- Assisting with Penalty Notice administration where appropriate.
- Maintaining confidential pupil records.
- Providing excellent customer service to families and external agencies.

We are looking for someone who:

- Has excellent organisational and administrative skills.
- Has outstanding communication and interpersonal skills.
- Is calm, friendly and professional under pressure.
- Can work accurately with confidential information.
- Has excellent ICT skills, including Microsoft Office.
- Has excellent attention to detail.
- Enjoys working as part of a team.
- Can build positive relationships with children, families and professionals.
- Is willing to learn new systems and responsibilities.

Previous school administration experience is desirable but not essential. Full training will be provided.

Our Training Programme

We are committed to investing in our staff. Your induction will include structured training with experienced members of the administration and welfare teams, enabling you to develop confidence across all aspects of the role.

Why Join Mount Stewart?

We can offer:

- A welcoming and highly supportive staff team.
- A strong commitment to professional development.
- Excellent induction and mentoring.
- Opportunities to develop new skills and responsibilities.
- A vibrant, diverse school community.
- A modern working environment.
- Employee Assistance Programme.
- Membership of the Local Government Pension Scheme.

Safeguarding Statement

Mount Stewart Schools Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check, online searches and satisfactory references.

Administrative Assistant – Welfare, Reception & Attendance

Contract: Permanent

Hours: Full Time, Term Time Only, 35 hours per week, working hours to be agreed.

Salary: NJC Scale 2, PT03-04 (dependent on experience)

Application Process

Visits to the school are warmly welcomed.

Please apply via **My New Term**.

Closing Date: Monday 1 September 2026 at 9.00am

Interviews: Thursday 4 September 2026

Please note: We reserve the right to interview and appoint a suitable candidate prior to the closing date. Early applications are therefore encouraged, as we may close the vacancy once a successful appointment has been made.

About Mount Stewart Schools Federation

At Mount Stewart, we believe every child deserves the very best education and every member of staff contributes to making this happen. If you are passionate about delivering exceptional customer service, supporting children and families, and making a real difference within a thriving school community, we would love to hear from you.