



Mossbourne
Federation

Job Description

**Administrator:
Reprographics**



POSITION	Administrator: Reprographics
SALARY	A1 – A6 £21,793 - £22,184
START DATE	23 rd February 2026 or sooner for the right candidate
HOURS	37.5 per week
FULL TIME EQUIVALENT	42 weeks
CONTRACT TYPE	Permanent
RESPONSIBLE TO	SAO
LOCATION	Mossbourne Port Side Academy
KEY WORKING RELATIONSHIPS	SLT, Teachers, Students, Parents

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 (MPA) 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 Port Side Academy (MPSA)

Mossbourne Port Side Academy is a secondary school located in Stanford-le-Hope, Essex. It offers a curriculum for students aged 11 to 16, focusing on academic achievement, personal development, and preparing students for future success.

In addition to core academic subjects, MPSA offers a range of extracurricular activities to promote student engagement and personal growth. The academy values student well-being and works to create a positive culture, helping students build confidence, resilience, and leadership skills.

MPSA is committed to ensuring that all students build the knowledge, character, and qualifications that will open the doors to the future they dream of. Our students leave prepared to make a meaningful impact on the world and bring positive change to their communities.

MPSA has recently entered an exciting new chapter in joining the Mossbourne Federation - an organisation known for its exceptionally high standards, where students consistently achieve some of the best outcomes in the country. This is a thrilling time for our academy, offering us a fantastic opportunity to grow, evolve, and thrive as we continue our mission to provide our students with the outstanding education they deserve.

If you would like to be part of the team that is improving the life chances of our students, then please read on.



Duties and Responsibilities

The post holder's key responsibilities are, but not limited to:

Reprographics

- To provide general reprographics assistance
- To either prepare, produce or collate materials as required
- To assist in ensuring an economic and environmentally friendly approach to production of resources
- To carryout photocopying for teaching staff as required
- To order the necessary resources
- To be responsible for the maintenance of the academy's displays, physical and digital, taking direction from senior leaders and HOLAs as appropriate
- To maintain oversight of the reprographics' budget
- To produce signage for academy events as required
- To liaise with external companies regarding the maintenance and repairs of all photocopiers
- To undertake any other duties requested by a manager of a similar level that are commensurate to the level of this role

Administration

General Administration (when required)

- To assist in the maintenance of the Academy's computerised database information.
- To provide administrative support to the Federation.
- To update and maintain the relevant Academy calendar.
- To be responsible for the production of reports, letters, newsletters and other publication materials as and when required.
- To assist with general office duties including the handling of incoming and outgoing post, telephone enquiries dealing with queries as far as possible and referring to other members of staff as necessary.
- To make full and appropriate use of the ICT at the Academy and develop computer aided administration which supports the work of the Academy.
- To establish and maintain good relationships with students, parents/carers, colleagues, contractors and other professionals.
- To provide efficient administrative support to the SLT.
- To collate, amend and update pupil files and reports including the MIS.
- To provide First Aid support as required (subject to training and certification).
- To establish best practice within the team/office.
- To evaluate and improve your own practice, which may lead to improvements in the day-to –day running of the Academy and take responsibility for personal professional development.
- To maintain professional portfolio of evidence to support the Performance Management process.
- To be responsible for sending text messages to parents as directed by SLT.
- Maintaining, advising on and updating Parent Pay.
- Admissions administration.
- To attend Academy events as required.
- To perform other duties, including covering the essential work of absent colleagues in all federation academies, commensurate with the grading of the post, as directed by the Line Manager.
- To attend training sessions and meetings as required.
- To be flexible within the broad remit of the post.
- To ensure compliance within the Academy of data protection regulations.



- Deal with confidential data, material and issues appropriately.
- Maintain accurate records and filing systems.
- To carry out fire warden duties as instructed.
- To fulfil reasonable job requests made by the Principal or a member of the Senior Leadership Team (SLT)



Person Specification					
Essential E or Desirable D	Requirements	Assessment Criteria			
		Interview	Application form	Task	
Experience					
E	Knowledge of school-based MIS	X		X	
E	Experience of outbound telephone calling to parents	X			
E	Experience of working with the general public	X			
E	To develop & maintain positive relationships with all stakeholders	X		X	
E	Punctuality, reliability and ability to maintain a high level of confidentiality	X			
E	Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail	X			
E	Ability work independently and as a team member using initiative, being proactive and having a flexible approach to work	X		X	
E	Ability to develop good relations with staff, pupils and the wider academy	X			
IT knowledge					
E	Strong working knowledge of the MS Office Applications		X		
E	Ability to swiftly adapt to and utilise new/various systems/software		X		
Behavioural Competencies					
E	Excellent communication skills	X			X
E	To have a strong understanding of the Academy: its culture, climate and values	X			
E	Commitment to meeting deadlines internally and externally, ensuring output consistently is of an exemplary standard	X			
E	Proactive approach & efficient time management & prioritisation skills	X			
E	Genuine interest & passion for the education of young people & the will to contribute to the wider life & community of the Federation	X		X	
Applicable to all staff					
E	Undertake training as required to fulfil the requirements of the role	X		X	X
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	X		X	X
E	Recognise your role as part of the succession of Mossbourne	X		X	X
E	Play an active role in terms of safeguarding all students and adults	X		X	X



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.