



Mossbourne
Federation

Administrator with Additional responsibilities

Job Description

Date last reviewed on:	12/05/2025
Date to be revised on:	



POSITION	Administrator with Additional Responsibilities
SALARY	Support Staff Pay Scale Spine Point 19 to 26 – £29,929 to £35,332 [FTE]
START DATE	30 th September 2026
HOURS	37.5 per week
FULL TIME EQUIVALENT	Term time only plus 2 weeks
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Office Manager
LOCATION	Mossbourne Victoria Park Academy
KEY WORKING RELATIONSHIPS	Principal, PA to the Principal, Office Manager, Senior members of staff, Teaching and Support staff, 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 Victoria Park Academy (MVPA)

At Mossbourne Victoria Park Academy (MVPA), we continue to build on the Federation's ethos of exceptional education for all our students. With children at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs, with the belief that all students can fulfil their true potential. Our students' progress at GCSE puts us in the top 10 schools nationally, and we believe there is more to do. Our staff deliver excellent lessons, and our students enjoy a vibrant enrichment programme and have access to debate, speech-making and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing - the best possible deal for our students.

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



Job Summary

The successful candidate will play a key part in supporting the smooth running of the administration department within Mossbourne Victoria Park Academy (MVPA) and, as necessary, other academies within the Federation. They will assist the admin team and members of the pastoral team at MVPA. As an Administrator with Additional Responsibilities, you will have a particular area that you will lead on the administration of which could include one or more of the following: Admissions, Transition, Appeals, Cover, Reprographics, Attendance and Welfare and Suspensions.

This role will undertake a full range of administrative duties and 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.

Main Duties & Responsibilities

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

- Undertake all reception duties
- To assist in the maintenance of the academy's computerised database information
- To provide administrative support to the Federation
- Write and distribute defined written communications, including the daily academy Bulletin
- To update and maintain the relevant school 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 school and develop computer aided administration which supports the work of the school
- To establish and maintain good relationships with students, parents/carers, colleagues, contractors and other professionals
- To collate, amend and update student files and reports including SIMS
- To establish best practice within the team/office
- To be able to cover all reception duties including communicating academy information to parents, students and visitors, using a variety of media
- 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 professional portfolio of evidence to support the Performance Management process
- To be responsible for sending text messages to parents as directed by SLT/PA/SAO
- Maintaining, advising on and updating Parent Pay
- To attend school 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 by the Line Manager
- Welcoming visitors, adhering to all safeguarding and security protocols and conduct school tours as required
- To manage the meeting room facilities including the presentation of the rooms and the booking system
- The ability to work effectively using the academy's SIMs (school data base) system



- The ability to carry out a range of other administrative duties, filing, photocopying, typing etc., assigned by the SAO
- To be responsible for all pastoral data entry, ensuring all pastoral documents are scanned and attached to SIMS
- To ensure compliance within the school of data protection regulations
- To support the Pastoral Team in the management of student behavioural records (e.g. Pastoral Support Plans and Behaviour Support Plans).
- To support the Pastoral Team in the administration of the Academy Rewards and Sanctions System including the Achievement Mark Shop, Detention Spread Sheets, Form Tutor Reports, and Head of Year Reports
- To be responsible for all pastoral data entry, ensuring all pastoral documents are scanned and attached to SIMS
- Ensure all students are registered in the morning and afternoon
- To support the Principal, the PA to the Principal, and VP in the administration of all matters pertaining to exclusions including - letters, collation of work, and the organisation of Pupil Discipline Committee meetings when required
- To support the administration of the appeals and represent the Academy on the appeals panel
- To support the Year 6 to Year 7 transition process and support the Transition Team in preparing for the new intake each September
- To support the VP in the administration of all matters pertaining to Safeguarding and Child Protection including the safeguarding register, the proper management and maintenance of Child Protection files, and the preparation and transfer of all Child Protection files to students' new institutions at the end of Year 11
- To maintain a high degree of confidentiality with regards to issues concerning staff and students and respond positively with tact, sensitivity and awareness to students and parents
- To contact parents in matters pertaining to pastoral care when directed by a member of the pastoral team
- To attend training sessions and meetings as required
- To be flexible within the broad remit of the post
- To undertake First Aid duties, including, but not restricted to the accompaniment of students to hospital, if necessary
- To model, in everything you do, the Academy's values of courtesy, hard work, integrity, resilience and excellence

Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience				
E	Experience of working in a comparable administrative role	X	X	
E	A strong understanding of school cover and examination processes	X	X	
E	Previous management experience	X	X	
D	Experience of working with young people	X	X	
E	Knowledge, understanding and commitment to equal opportunities	X	X	
E	Experience of working with SIMs	X	X	
E	Experience of managing own workload to meet conflicting demands and deadlines to complete tasks	X	X	



E	Experience of working in a high-pressured environment	X		
Qualifications				
E	Grade C or Level 5 in GCSE English Language and mathematics		X	
IT knowledge				
E	Strong knowledge of SIMs and Microsoft (Word, Excel, Outlook, Publisher, Power Point)	X	X	
Behavioural Competencies				
E	Attention to detail, with a high standard of literacy and numeracy	X	X	
E	Excellent planning and organisational skills	X	X	
E	Integrity and high levels of motivation and commitment	X	X	
E	Good interpersonal and communication skills	X	X	
E	Ability to develop and maintain good working relationships with the whole academy community and to work as part of a team	X	X	
E	Ability to be flexible and calm	X	X	
E	Genuine interest in the education of young people and ability to contribute more widely to the life and community of the Federation	X	X	
E	Ability to maintain confidentiality	X	X	
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	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

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.***