



Mossbourne
Federation

Senior Administrative Officer

Job Description

Date last reviewed on:	
Date to be revised on:	



POSITION	Senior Administrative Officer
SALARY	Spine Point D18-24 Actual Salary £29,840 - £35,618
START DATE	ASAP
HOURS	Full time
FULL TIME EQUIVALENT	41 weeks
CONTRACT TYPE	Permanent
RESPONSIBLE TO	SLT
LOCATION	Mossbourne Fobbing 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 (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 Fobbing Academy (MFA)

Having joined the Mossbourne Federation in January 2025, Mossbourne Fobbing Academy (MFA) is on track to become a beacon of educational excellence both in Thurrock and across the country. Indeed, in 2024-25 our GCSE and A Level students attained outcomes which broke academy records, revolutionised opportunities, and signalled a step-change in what our students achieve.

We are changing the face of education in Thurrock and raising the bar in educational expectations; if you want to be part of that journey then read on.

MFA is a school with a rich history of excellent academic, artistic and sporting achievements. Today, that legacy of excellence lives on through our wonderfully talented students and terrifically dedicated staff. Everything we do is built on having extremely high expectations of our students and the conviction that teaching and learning, and safeguarding, come first. We expect the highest standards of behaviour so that students can focus on learning in an environment that supports them to feel, and be, safe. This means our teachers plan carefully, and with expertise, and are able to focus on teaching lessons of the highest standard so students acquire the knowledge, character and qualifications to unlock aspirational pathways.

Our students capitalise on a fantastic range of facilities that encourage them to nurture and pursue their passions in sports and the arts. Our range of extra-curricular activities, including the Combined Cadets Force and The Duke of Edinburgh's Award, offer experiences that broaden horizons and enrich lives.



We are dedicated to ensuring that our students leave equipped with the knowledge, character and qualifications that open the doors to whatever future they envisage for themselves. MFA students leave ready to make their mark on the world.

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

Job Summary

Leading a team of administrators and providing a highly professional, efficient and effective organisational service to the Academy in liaison with the PA to the Principal. Providing a central co-ordinating role, advice and guidance on administrative matters and implementing new ways of working, when applicable. Providing a professional and courteous first point of contact service to academy students, parents, staff and visitors.

To act as line manager for the administrative team, carrying out performance and development reviews, identifying training needs and having oversight of all administration within the academy including:

Key Responsibilities & Accountabilities

- To line-manage the administrative office and reception, which includes overseeing the day to day workload of the administration team, identifying priorities and deadlines in line with agreed office procedures, workload allocation within the team, strategic intervention/planning.
- To provide, as required and as appropriate, cover for the work of other members of the administration team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence and periods of intense workload.
- Supervise, train and develop staff as appropriate. To hold team members to account for delegated tasks, when necessary.
- Work closely with the PA to The Principal, undertaking delegated responsibilities and tasks, as requested.
- The ability to multi-task with dexterity under pressure and to tight deadlines
- A capacity for implementing clear systems and processes with sensitivity and rigour.
- Take a lead role in the development of a professional and customer-oriented approach to work at all times.
- Lead and support, when necessary, addressing complex reception and visitor matters.
- Undertake report and letter writing, minute taking, typing, word processing and complex IT based tasks.
- Lead production of the Staff Handbook, Staff and Student Planners.
- To oversee all incoming e-mails to the academy and admin e-mail addresses and ensure they are forwarded to relevant staff members or deal with as appropriate.
- Identify ways to achieve efficient work practices and ensure decisions are made to ensure value for money and to enhance the reputation of the school.
- Absence monitoring within the team, co-ordinating the working of additional days and ensuring days worked by team members outside of term time are used productively and efficiently.
- Analyse and evaluate data/information and produce reports/information/data as required.
- To be responsible for the administration and accuracy of data input into SIMS computerised database system. Liaise and follow-up with members of staff and parent/carers for any discrepancies in student data.
- To be responsible and manage the collection of data from students or parents necessary for the accurate maintenance of the database and for the provision of student data reports for academy purposes.
- To be responsible, in liaison with the Data Manager, for ensuring the accuracy of the student database for the annual CENSUS return.
- To be responsible for the Year 6 to Year 7 transition process and support the Transition Team in preparing for the new intake each September



- To support the Principal, the PA to the Principal, and the relevant senior leader in the administration of all matters pertaining to suspensions and exclusions including - letters, collation of work, and the organisation of Pupil Discipline Committee meetings when required
- To ensure the Principal's PA has support at all times, deputising for the PA in their absence.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- To chair administrative team meetings.
- To be a trained first aider.
- To train as a fire warden and carry out the associated duties
- Assist and support with the co-ordination of Academy events, when requested.
- To provide cover for other administrative/support staff during absences and maintain knowledge of work across all areas of the department as part of the support team.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To undertake any necessary training and development.
- To undertake such other duties appropriate to the grade as may from time to time be required by the Academy as directed by the Principal.
- Comply with and assist with the policies and procedure relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task / Lesson
Experience				
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	
E	Experience managing complex workloads in a busy school environment	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 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.***