



Mossbourne  
Federation

# **Job Description**

## **Administrator**

<b>POSITION</b>	Administrator
<b>SALARY</b>	C13-C18 £27,944 - £32,016 FTE Actual Salary £24,973 - £28,612
<b>HOURS</b>	37.5
<b>FULL TIME EQUIVALENT</b>	40 weeks
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	SAO
<b>LOCATION</b>	Mossbourne Fobbing Academy
<b>KEY WORKING RELATIONSHIPS</b>	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 Fobbing Academy (MFA)

Mossbourne Fobbing Academy 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 the conviction that learning and safeguarding come first. We expect the highest standards of behaviour so that our students can focus on learning in an environment that supports them to feel and be safe. This means our teachers plan and teach lessons with great care and detail to ensure that all of our students acquire the knowledge, character and qualifications they need to reach their potential.

Our students capitalise on a fantastic range of facilities that encourage them to nurture and pursue their passions in sports and the arts. While 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. Our students leave ready to make their mark on the world and bring positive change to their communities.

Mossbourne Fobbing Academy is at an exciting point in its history as it joins the Mossbourne Federation – a Federation with exceptionally high standards where pupils achieve outcomes which are among the best in the country. These exciting times bring our school a fantastic opportunity to develop, to grow and really prosper as we continue our mission to ensure our students get the outstanding education they deserve.

## Main Duties & Responsibilities

### Administration

- 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.
- To support Reprographics and Reception as required.
- 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				
E Essential  Or D Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task / Lesson
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		
<b>IT knowledge</b>				
E	Strong working knowledge of the MS Office Applications		X	
E	Ability to swiftly adapt to and utilise new/various systems / software		X	
<b>Behavioural Competencies</b>				
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	
<b>Applicable to all staff</b>				
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. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. The document is not a comprehensive list; it simply outlines 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.**

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