



Mossbourne
Federation

Reprographics Officer

Job Description



POSITION	Reprographics Officer
SALARY	Spine points 12 – 21 [£23,772.17 to £27,165.33] (Actual Pay).
START DATE	Monday, 1 st September 2025 [INSET Days 27 th – 29 th August 2025]
HOURS	37.5 hours per week
FULL TIME EQUIVALENT	Term time only plus 2 weeks (41 weeks) plus INSET Days
CONTRACT TYPE	Permanent
RESPONSIBLE TO	SAO
LOCATION	Mossbourne Community Academy
KEY WORKING RELATIONSHIPS	Admin & reception 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 (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 Community Academy (MCA)

The Mossbourne Federation’s flagship academy, Mossbourne Community Academy (MCA), is built on high expectations and doing right by the students in our care. We are driven to ensure that MCA students have future choices and opportunities, succeed in their chosen career pathways, and make positive contributions to society. MCA has not only changed the face of education in Hackney but has also raised the bar in educational expectations to the highest level; we achieve recognition, nationally, and annually, for setting a new benchmark for non-selective comprehensive education.

All students, regardless of race, gender, background, or ability, are encouraged to achieve their true potential, and the behaviour of our students is exemplary. With outstanding GCSE and A-level results, year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country. We are tremendously proud that our most recent Ofsted Inspection, dated November 2021, judged the academy as ‘outstanding’ and starts with the sentence ‘Mossbourne Community Academy changes student’s lives for the better’, because that is what we do, year on year. In 2023, Mossbourne Community Academy was named the top comprehensive school in London in The Sunday Times ‘Good Schools Guide’, the 5th most oversubscribed school in England and the most oversubscribed school in London. Such recognition is a testament to the pride, hard work and dedication of our staff body, students, and parents.

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



The Administration/Reception Department

The Administration/Reception department consists of a group of front-line office staff working together to the delivering of high standards of customer services and administrative duties at each Federation Academy. They work under the direct supervision of the Senior Administrative Officer in a vibrant and busy front office environment.

Job Summary

The successful candidate will play a key part in supporting the smooth running of the reprographics office within Mossbourne Community Academy (MCA) and, as necessary, other academies within the Federation. They will assist the team at MCA, which currently comprises of pastoral administrator, an attendance officer, a medical administrator, and receptionists. This role will undertake a range of administrative duties with First Aid responsibilities.

This 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, flexible, motivated, and willing to go the 'extra mile'.

You will have experience 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's key responsibilities are, but not limited to:

Reprographics Officer

- Work with the SAO to devise an efficient job-handling system for dealing with staff requests for photocopying and related jobs to ensure prioritisation, quick turnaround, and delivery of completed jobs
- To ensure that high reprographic standards are maintained and meet staff requirements
- To ensure that the reprographic room is kept clean and tidy
- Manage the stock control of stationery and replenish when necessary
- To oversee the service agreements for the copiers and liaise with the supplier regarding maintenance and repair
- To be responsible for the toner and paper recycling where appropriate, including collection, delivery, and storage
- To monitor copy output and report to the Finance Director regarding costs of reprographics, if and when required

General Administration

- To assist in the maintenance of the Academy's computerised database information
- To provide administrative support to the Federation
- 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 provide efficient administrative support to the Senior Leadership Team



- To collate, amend and update student files and reports, including SIMS
- 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 school and take responsibility for personal professional development
- To maintain a professional portfolio of evidence to support the Performance Management process
- To be responsible for sending text messages to parents as directed by SLT
- Admissions administration
- 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
- To attend training sessions and meetings as required
- To be flexible within the broad remit of the post
- To ensure compliance with the school's data protection regulations
- Deal with confidential data, material, and issues appropriately
- Maintain accurate records and filing systems
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification at any time after consultation with the post-holder.



Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Intervie w
Experience				
E	Experience working with adolescents	X		X
E	Punctuality, reliability, and the ability to maintain a high level of confidentiality are essential	X		X
E	Ability to communicate positively and effectively at all levels with excellent written and spoken English	X		X
E	Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail and remaining 100% focused	X		X
E	Ability to be an effective team member using initiative, being proactive and having a flexible approach to work	X		X
E	First Aid at Work	X		X
IT knowledge				
D	Advanced knowledge of the Microsoft Office Suite, specifically Word and Excel, is an essential requirement of the role	X	X	
Behavioural Competencies				
E	Excellent analytical and multi-dimensional communication skills	X	X	
E	To have a strong understanding of the Academy: its culture, climate, and values	X	X	
E	To act in accordance with authority, organisational standards, needs and goals of the Academy	X	X	
E	Ability to dress in accordance with the standards expected by the Academy in a professional Reception function	X	X	
E	Ability to be flexible and to provide cover at short notice is an essential	X	X	
D	Strategic approach, ability to see the 'big picture' and also think 'outside of the box'	X		
E	Ability to meet ALL deadlines internally and externally, ensuring output consistently is of an exemplary standard	X		
E	Must have the utmost integrity as well as high levels of motivation and commitment	X		
E	Proactive approach and efficient time management, and prioritisation skills	X		
E	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	X		
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role. Including first aid training, if required and as requested.	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.