

<b>Job title:</b>	PA to Principal/Senior Admin Officer	<b>Salary:</b>	£25,233 - £30,012 per annum (dependent on experience)	<b>Contract term:</b>	Permanent Term Time Only (TTO) plus 2 weeks 37.5 hours per week
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<b>Responsible to:</b>	Principal	<b>Responsible for:</b>	Administration/Reception team
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#### **Mossbourne Federation**

The Mossbourne Federation is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Over the last twelve years the Federation has nurtured Sir Clive's dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of 'Excellence', 'No Excuses' and 'Unity'. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional.

The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation.

The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

#### **Mossbourne Parkside Academy**

At Mossbourne Parkside Academy (MPA) we continue to build on The Mossbourne Federation ethos of exceptional education for all of our pupils. With learning at the heart of everything we do, MPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all pupils can fulfil their true potential. Our pupils receive great lessons and enjoy a vibrant curriculum. Our outstanding teaching staff provide pupils with a happy and caring learning environment and have high expectations for behaviour and manners throughout the academy.

#### **PA to Principal/Senior Administrative Officer Role**

The successful candidate will play a key part in the running of the Academy. They will manage the administrative team which comprises up to five staff, and will be responsible for efficient support to the Principal and the Senior Team. This role will undertake a full range of secretarial and administrative duties and will ensure the efficient and effective running of the Principal's office and daily business.

This is a key post ensuring support to the Principal 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 applicants 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, with the ability to handle sensitive and confidential information. You may have experience of recruiting, training and managing the performance of administrative staff. You will have experience as a Personal Assistant to senior management, excellent secretarial and organisational skills. You will be flexible and able to adapt to the changing needs of the Academy.

## Key Accountabilities

### **Duties and Responsibilities**

The post holder will be responsible for providing administrative and secretarial support to the Principal which includes but is not restricted to:

- Planning the Principal's diary in line with agreed priorities, initiating and arranging external and internal meetings, handling and prioritising requests for the Principal's time. You will also manage the in-tray, opening mail and referring matters to the Principal or delegating action as appropriate to others; ensuring relevant papers are available, and follow up actions are seen through; dealing with queries, especially in the absence of the Principal, and decide how to deal with the query, consulting when and as appropriate
- Meeting with the Principal daily and as required
- Coordinating the Principal's travel arrangements
- Operating an efficient recording and response system for the Principal's correspondence, ensuring that appropriate responses are made within a reasonable time frame
- Consulting other colleagues in order to collate the information required to respond to correspondence
- Maintaining both a paper and electronic recording and filing system for the Principal to ensure key papers are accessible when required
- Managing telephone calls and visitors to the Principal's office
- Organisation, attendance and management of meetings and academy events
- Maintaining the academy calendar, and ensuring key stakeholders are aware of forthcoming events
- Managing confidential correspondence for the Principal and Governors
- Take minutes of meetings as required
- Supporting the Federation Clerk, when necessary, with the Governing Body in arranging meetings as required including all related administrative tasks
- Managing hospitality for meetings and events/functions throughout the year
- Line managing the administration/Reception team, including (not restricted to) monitoring sickness, punctuality and absence
- Liaise with Central Services, including Finance, HR, IT and Premises, to ensure the academy runs smoothly
- Flexibility to travel between sites when required
- Continually update own professional knowledge
- To work flexibly as part of a team
- Undertake other appropriate duties as required, commensurate with the grade

### **Administration**

#### **Reception/Administration/Admissions/Attendance**

- You will be responsible for managing the reception/administration staff and ensuring that all reception and administrative duties are fulfilled to an appropriate standard, providing support, to the above areas of work, and direction as necessary.
- You will have overall responsibility for providing administrative support to the Academy ensuring staff produce correspondence as and when required, deal with post, telephone queries, parent pay, respond to parents and provide first aid when required.

- Give advice and information about the academy to parents, pupils and visitors face to face, over the phone, via email and PamParent
- Write and distribute defined written communications, including the weekly/daily Academy Bulletin
- Work effectively using the Academy's SIMs (school data base) system
- Ensure the smooth running of the office, organise day-to-day activities, contribute to the planning and development of the support service, maintain the required confidentiality of information at all times.
- Cover for all administrators within the team and Federation when necessary e.g. logging absence and making absence calls
- Manage the safe registration of all students in the event of an emergency
- Make full and appropriate use of the ICT at the academy and develop computer aided administration which supports the work of the academy
- Provide efficient administrative support to the SLT
- Provide First Aid support as required (subject to training and certification)
- 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
- Maintain professional portfolio of evidence to support the Performance Management process
- Responsible for sending text messages to parents as directed by SLT
- Maintaining, advising on and updating Parent Pay in conjunction with administrators
- Ensure compliance within the academy of data protection regulations
- Update, maintain and manage the academy website
- Deal with confidential data, material and issues appropriately
- Exclusions: manage all exclusion administration
- If appropriate (depending on experience), to regularly monitor the administrative operation of the Academy to ensure that the team is working efficiently and effectively

***The duties and responsibilities of the post may vary from time to time according to the changing needs of the Academy.***

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task
Experience/knowledge				
E	<ul style="list-style-type: none"><li>• Extensive experience of working as a PA/Office Manager/Senior Admin Officer</li></ul>	✓	✓	✓
E	<ul style="list-style-type: none"><li>• Experience of line managing an admin team in a busy reception area and of working in a school environment, with knowledge of school data systems</li></ul>	✓	✓	✓
E	<ul style="list-style-type: none"><li>• Punctuality, reliability and ability to maintain a high level of confidentiality is essential</li></ul>	✓	✓	

E	<ul style="list-style-type: none"> <li>Ability to communicate positively and effectively at all levels with excellent written and spoken English</li> </ul>	✓	✓	✓
E	<ul style="list-style-type: none"> <li>Ability to effectively multi-task, work to tight deadlines and prioritise workload, paying attention to detail</li> </ul>	✓	✓	✓
E	<ul style="list-style-type: none"> <li>Ability to be an effective team member using initiative, being proactive and having a flexible approach to work</li> </ul>	✓	✓	✓
E	<ul style="list-style-type: none"> <li>Ability to work well under pressure</li> </ul>	✓	✓	✓
D	<ul style="list-style-type: none"> <li>Experienced in dealing with confidential work with tact and discretion combined with a calm personality</li> </ul>	✓	✓	✓
E	<ul style="list-style-type: none"> <li>Excellent numerical, (including financial), written, oral, administrative and organisational skills</li> </ul>	✓	✓	
D	<ul style="list-style-type: none"> <li>Experience of OfSTED Inspection preparation</li> </ul>	✓	✓	
<b>Qualifications</b>				
D	<ul style="list-style-type: none"> <li>Preferably Office Skills/Business Administration</li> </ul>	✓	✓	
<b>IT knowledge</b>				
E	<ul style="list-style-type: none"> <li>Advanced knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)</li> </ul>		✓	✓
E	<ul style="list-style-type: none"> <li>Ability to swiftly adapt to and utilise new/various systems/software</li> </ul>		✓	
<b>Behavioural Competencies</b>				
E	<ul style="list-style-type: none"> <li>Confident, self-motivated, able to manage and prioritise workloads with initiative and judgement</li> </ul>	✓	✓	✓
E	<ul style="list-style-type: none"> <li>A high degree of inter-personal awareness, including initiative, diplomacy, discretion and a professional approach with the ability to enthuse and motivate others and develop effective partnerships</li> </ul>	✓	✓	
E	<ul style="list-style-type: none"> <li>The ability to communicate effectively with people at all levels and to assess and diffuse confrontational situations</li> </ul>	✓	✓	✓
E	<ul style="list-style-type: none"> <li>To practice equal opportunities in all aspects of the role and around the work place in line with policy</li> </ul>	✓	✓	
<b>Applicable to all staff</b>				
E	<ul style="list-style-type: none"> <li>Undertake training as required in order to fulfil the requirements of the role</li> </ul>	✓	✓	
E	<ul style="list-style-type: none"> <li>Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and</li> </ul>	✓	✓	

	attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings			
E	<ul style="list-style-type: none"> <li>Recognise your role as part of the succession of Mossbourne</li> </ul>	✓	✓	
E	<ul style="list-style-type: none"> <li>Play an active role in terms of safeguarding all students and adults</li> </ul>	✓	✓	
E	<ul style="list-style-type: none"> <li>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</li> </ul>	✓	✓	
E	<ul style="list-style-type: none"> <li>To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of the post</li> </ul>	✓	✓	

***Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. 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. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***