

Job title:	Pastoral and Safeguarding Administrator	Salary:	£22,161.12 - £26,114.80 Pro Rata dependent on experience	Contract term:	Permanent. Term Time Only (plus 2 weeks)
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Responsible to:	SAO/PA to the Principal	Responsible for:	N/A
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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. Since 2004 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 Victoria Park Academy

At Mossbourne Victoria Park Academy (MVPA) we continue to build on The Mossbourne Federation ethos to provide an exceptional education for all students in our care. With learning 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 fulfill their true potential. Our staff deliver excellent lessons; 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.

The Administration Department

The Administration Department consists of a group of front line office staff working together to deliver high standards of customer service and administrative duties. Our support staff are an integral part of what we do. They embody the same professional qualities of integrity, team-work and attention to detail as our teaching staff.

Pastoral and Safeguarding Administrator

As an Academy Administrator with pastoral responsibilities you will play a key role in supporting a dynamic and industrious team, whose role is to ensure that the pastoral care of students is of the very highest standards at all times. The role requires exceptional organisational skills, an ability to prioritise workload, and flexibility; no two days are ever the same in this diverse role.

Key Accountabilities

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.

General 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 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 pupil 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 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 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 within the school of data protection regulations
- Deal with confidential data, material and issues appropriately

- Maintain accurate records and filing systems

Reception

- To be able to cover all reception duties including communicating academy information to parents, pupils and visitors, using a variety of media.
- Welcoming visitors adhering to all safeguarding and security protocols and conduct school tours as required
- To operate efficiently and effectively communicate calls and messages to staff throughout the academy.
- 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
- Post – deliver/send
- Attend evening events if needed
- Cover for colleague if absent – at short notice

Other duties

- To undertake First Aid duties, including, but not restricted to the accompaniment of students to hospital, if necessary.

Pastoral Responsibilities

- To provide administrative support and related assistance to all members of the pastoral team covering a range of activities e.g. processing correspondence and prioritising items and responses, and maintaining logs and actions taken.
- Activities will be directed by the Senior Vice Principal, the Head of Student Behaviour, Attitudes and Attendance, the Head of Student Wellbeing and Personal Development, and the five Heads of Year.
- To support the Pastoral Team in the management of pupil 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.
- To maintain clear and effective pastoral records/filing, and other systems as directed by the Head of Student Behaviour, Attitudes and Attendance
- To maintain a high degree of confidentiality with regards to issues concerning staff and pupils and respond positively with tact, sensitivity and awareness to pupils and parents.
- To work directly with students in matters pertaining to pastoral care when directed by a member of the pastoral team.
- To contact parents in matters pertaining to pastoral care when directed by a member of the pastoral team.

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
D	<ul style="list-style-type: none"> Experience of working in a busy reception area and/or of working in a school environment, preferably with some knowledge of school data systems 	✓	✓	✓
E	<ul style="list-style-type: none"> Punctuality, reliability and ability to maintain a high level of confidentiality is essential 	✓	✓	✓
E	<ul style="list-style-type: none"> Ability to communicate positively and effectively at all levels with excellent written and spoken English 	✓	✓	✓
E	<ul style="list-style-type: none"> Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail 	✓	✓	✓
E	<ul style="list-style-type: none"> Ability to be an effective team member using initiative, being proactive and having a flexible approach to work 	✓	✓	✓
E	<ul style="list-style-type: none"> Ability to understand and take full account of visitor needs 	✓	✓	✓
IT knowledge				
D	<ul style="list-style-type: none"> Advanced knowledge of the Microsoft Office Suite, specifically Word and Excel is an essential requirement of the role 	✓	✓	✓
D	<ul style="list-style-type: none"> Advanced knowledge of the SIMS 	✓	✓	✓
Behavioural Competencies				
D	<ul style="list-style-type: none"> To have a strong understanding of the Academy: its culture, climate and values 	✓	✓	
E	<ul style="list-style-type: none"> To act in accordance with authority, organisational standards, needs and goals of the Academy 	✓	✓	
E	<ul style="list-style-type: none"> Ability to dress, in accordance, to the standards expected by the Academy in a professional Reception function 	✓	✓	
E	<ul style="list-style-type: none"> Ability to be flexible and to provide cover at short notice is an essential 	✓	✓	
Applicable to all staff				
E	<ul style="list-style-type: none"> Undertake training as required to so in 	✓	✓	✓

	order to fulfil the requirements of the role			
E	<ul style="list-style-type: none"> 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 	✓	✓	✓
E	<ul style="list-style-type: none"> Recognise your role as part of the succession of Mossbourne 	✓	✓	✓
E	<ul style="list-style-type: none"> Play an active role in terms of Safeguarding all students and adults 	✓	✓	✓

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the Pupils 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.

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.