



Mossbourne
Federation

Senior Administrative Officer

Job Description



POSITION	Senior Administrative Officer
SALARY	From Spine point 29 £33,269.31 to Spine point 37 £40,132.82 Actual Pay [FTE- Spine point 29 £36,956.87 to Spine point 37- £44,581.12]
START DATE	Monday, 01 st September 2025 [Inset days 27 th -29 th August 2025]
HOURS	37.5 hours per week
FULL TIME EQUIVALENT	41 weeks plus INSET days
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Senior Vice Principal
LOCATION	Mossbourne Community Academy
KEY WORKING RELATIONSHIPS	Principal. Admin & Reception staff. Leaders & Managers.

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.



Job Summary

Leading a team of administrators and providing a highly professional, efficient and effective organisational service to the Academy in liaison with, when necessary, to 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 pupils, 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:

- 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 Pupil 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 pupil data.
- To be responsible and manage the collection of data from pupils 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 pupil database for the annual CENSUS return.
- 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.
- 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.

Main Duties & Responsibilities

Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience				
E	Extensive experience of working as a senior executive	X	X	X
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	
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 to fulfil the requirements of the role	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. Undertake training as required to fulfil the requirements of the role. Including first aid training, if required and as requested.***