

<b>Job title:</b>	Administrator with responsibility for Admissions	<b>Salary:</b>	£17,860.20 + Admissions responsibility £2,305.18	<b>Contract term:</b>	Permanent
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<b>Responsible to:</b>	SAO Pastoral	<b>Responsible for:</b>	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 Community Academy**

The Mossbourne Federation’s flagship academy, Mossbourne Community Academy (MCA) is built on high expectations and doing right by the pupils in our care in order for them to succeed. 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 for setting a new benchmark for non-selective comprehensive education. All pupils, regardless of background or ability, are encouraged to achieve their true potential. With outstanding GCSE and A-level results, year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country.

**Key Accountabilities**

The post holders key responsibilities are, but not limited to:

**Admissions**

- Being the first point of contact within the academy for all admissions enquiries and communications
- Maintaining secure and well organised electronic records and supplying accurate data for statutory reports and census returns
- Liaising with the Website Manager to ensure that all matters pertaining to admissions are advertised, in line with legislation, on the academy website including Open Evenings, the appropriate Admissions Arrangements and arrangements for appeals

- Supporting with the administration for all admissions events e.g. Open Evening, CATs testing, appeals
- Acting, in support of the senior leader, as the academy's representative through attendance at all admissions events: Open Evening, CATs testing and all Transition and mid-year appeals
- Acting, as the academy's representative at appeal hearings including Transition and mid-year appeals
- Liaising with the Clerk to the Independent Appeals Panel in the organisation of all appeals (Year 7 and mid-year)
- Liaising with the Clerk to the Governors and the Governor Panel in the administration of Social/Medical appeals
- Taking responsibility for the management and administration of the academy admissions software, including the checking and entry of data and the processing of admissions
- Liaising with relevant staff to ensure the checking and accuracy of all data
- Liaising with the Hackney Learning Trust to ensure the scrutiny of procedures
- Ensuring the smooth and secure transmission of pupil data, with the Hackney Learning Trust
- Being responsible for the internal and external organisation of all events pertaining to admissions, including catering and room booking
- Ensuring the secure collation all documentation related to admissions and appeals
- Supporting the senior leader in communications with the Hackney Learning Trust in regards to admissions policies and procedures, including Admissions Arrangements.

#### 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 be responsible for the compiling and ordering of the staff and pupil planners
- 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 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
- 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

***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.***