**Moss Hall Schools Federation**

*Be Kind – Work Hard – Make a Difference*

Dear Applicant,

**Senior Administrator – L3**

Thank you for showing an interest in our role. We are advertising for an experienced senior administrator to work closely with our Federation Business manager, Heads of Schools and our administration team to lead on pupil admissions across the 2 schools, the HR function of the federation and to provide and develop federation wide systems to improve internal and external communication. The role is diverse, includes PA responsibilities for the leadership team. The post holder is required to be adaptable and be supportive across all the roles in a typically busy school office.

**About us – our schools**

Both Moss Hall Infant and Junior Schools are 4-form entry Schools, located in a residential area with the luxury of extensive outdoor space.  We are diverse and inclusive schools with a higher than average percentage of children for whom English is an additional language. Our children are kind, polite, well behaved and excited learners with supportive parents.

Most of our children join us from the neighbouring Moss Hall Nursery and move through the infant to Junior school. The infant and junior schools federated in January 2020 with the ambition to provide a cohesive journey for children and families as they move between the 2 schools.

Each school is situated on its own site and has its own staff team, though as a federation we share our vision, resources, organisational systems, policies, some staff, professional development (CPD). The leadership teams from both schools work collaboratively and systematically, supporting and developing each other. This is just one of the many strengths and benefits we have found as a federation. Through the lockdowns and challenges of the past 2 years – we have found opportunity to learn alongside each other to ensure children and families across our 2 schools are supported, included and provided for both emotionally and academically.

Working together in 2020 the staff, children and parents agreed our vision for pupils and staff would be to:  Be kind ~ Work Hard ~ Make A Difference

This is what matters at MHSF and this intent underpins our organisation, our ways of working together and our curriculum.

Our federation development aims over the next 4 years are intended to drive our improvements in the macro and ensure through critical self-evaluation our vision is enacted. These are to

* Deliver an ambitious curriculum
* Ensure research driven pedagogy
* Create a culture of high quality professional learning and leadership development
* Raise standards for all children
* Develop communication that supports everyone
* Ensure every child is seen, known and safe.

An efficiently and expertly run administration function will enable the staff and schools to achieve this vision and keep communication with our families current and meaningful. Please consider visiting us to find out more and if you like us, we hope you will apply

Kind regards



Laura Wynne

Executive Headteacher