



FRIERN BARNET SCHOOL

Hemington Avenue, London, N11 3LS

Headteacher: Mr S Horne

Creative Arts Administrator (Level 3)

Term time only, 20 hours per week

Salary: Grade E (FTE: £30,630 - £32,454) Actual salary: £14,967 - £15,858

We are looking to appoint a first-class administrator to assist in the performing arts department. The successful applicant will provide outstanding office services to the faculty under the supervision of the head of creative arts.

Friern Barnet School is an innovative and successful school, judged 'Good' by Ofsted in our most recent inspection. We are committed to the creative arts because they enrich the quality of our experiences, providing rewarding activities that inspire, inform, stimulate, challenge and entertain. We are hugely ambitious academically for our students but we also want them to live lives which are personally and socially fulfilling. In addition, we want them to develop a love for art, music, dance, theatre and culture, which will enrich the whole of their lives.

The school has a comprehensive induction programme and excellent professional development opportunities. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to enhanced clearance through the Disclosure Barring Service.

Application forms and further details are available to download at www.friern.barnet.sch.uk. Completed applications should be sent to vacancies@friern.barnet.sch.uk

The closing date is 9.00 am on Monday 25 November 2024 although we reserve the right to interview suitably qualified and talented candidates in advance of the deadline.



Enjoy and Excel

Creative Arts Administrator

Thank you for your interest in this position, which will be a key appointment in the further development of Friern Barnet School.

Enclosed are the following for your information:

- Current job description
- Current Person Specification

On our website you will find an application form and the school prospectus. All of this material will give you a clear impression of Friern Barnet School and its strong learning culture.

As the Head Teacher, I feel very privileged to be leading this community school; a school in which we all work together to ensure that all students, whatever their ability, can succeed, enjoying and excelling in everything they do.

The Governors and I look forward to receiving your application. Please note the closing date is at 9.00 am on Monday 25 November 2024.

Yours sincerely

Simon Horne
Head Teacher

Role Profile

Service:	Administrator
Location:	Friern Barnet School
Job Title:	School Administration – Level Three
Grade:	E
Reports to:	Headteacher/Deputy Headteacher/School Business Manager

1. Purpose of Job:

To provide a range of administrative and/or organisational processes within the school

This may include management of some part of the administration and/or financial processes

2. Key accountabilities/duties/responsibilities:

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

- Provide the administrative and organisational services and/or finance services to the school
- Contribute to the planning and development of administrative procedures and systems
- Analyse and evaluate data and information including creating and running reports
- Provide operational day to day support and information to senior staff, the Governing Body and others
- Process more complex forms, returns, including those to outside agencies, such as school census
- Produce and respond to correspondence for self and others
- Monitor and manage a limited range of stock within an agreed budget
- Operate school information management systems
- May supervise administrative/finance staff

- May organise meetings and take notes/minutes, such as Governors meeting, School Leadership Team meetings
- May monitor service contracts, school licences and insurance
- May assist with marketing and promotion of the school
- May manage the administration of facilities including use of school premises
- May monitor some of the school's financial processes and agreed budgets
- May be responsible for effective operation of payroll system

3. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

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Knowledge, training and experience
<ul style="list-style-type: none"> • Educated to NVQ level 3 / AS or A2 level or equivalent knowledge and experience • Working at or towards relevant Business and Administration national occupational standards that underpin qualifications at level 3 or equivalent knowledge and experience • Significant relevant office experience • Knowledge of Data Protection, Safeguarding and confidentiality issues • Knowledge of internal and external guidelines and statutory requirements • Deep knowledge and understanding of the school, school policies and procedures, and services to resolve queries and problems • Knowledge and understanding of appropriate specialised systems and administrative and/or financial procedures • Supervisory experience • Able to use office equipment, such as photocopiers, printers, fax, laminators • Proficient user of MS Office software and/or in-house software
Skills
<p>Planning, organising and controlling skills</p> <ul style="list-style-type: none"> • Work within the school policies and procedures organise, plan, allocate as required and deliver work that is usually completed in the short term • Provide a range of administrative and organisational and/or secretarial support services for the school for example liaising with pupils, parents/carers, undertaking word processing and IT based tasks including operation of relevant equipment and ICT packages, such as student databases, staff databases • Plan for and organise the administration of school trips/visits and events

- Contribute to the short term plans of the school
- May supervise others

Communication and influencing skills

- Provide advice, guidance and support on a range of non-teaching issues to Head Teacher, teachers, other school employees, Governors, pupils, parents and other members of the community
- Build and maintain effective working relationships with colleagues and other agencies as required to ensure the appropriate level of service is provided
- Establish and maintain effective and constructive relationships with pupils, parents and carers, communicating with them as appropriate to share information, and inform them of school business through daily contacts and written communications
- May undertake reception duties including dealing with visitors as required, using courtesy, tact and diplomacy
- May supervise others by using diplomacy, sensitivity and empathy

Initiative and Innovation skills

- Work within internal and external guideline, statutory requirements, school policies and procedures using initiative to prioritise tasks and organise own and others workload
- Creative skills for developing, planning and managing administrative and /or financial procedures and systems
- Deal with problems independently and seeking advice from Head Teacher/Deputy Head Teacher/School Business Manager/Office Manager as necessary

Supplementary Information From

Post Title	School Administration – Level Three
Service Area	Friern Barnet School
Budget management accountability	No direct budget responsibility but may carry out financial transactions in line with policies and procedures. May monitor and manage a limited range of stock within an agreed budget.
Staff management accountability	May supervise other admin/finance staff
Physical effort	Normal office requirements including taking delivery and storing of stock and consumables as required
Working environment	<p>The job is based in an office environment within a nursery school, school or other learning establishment which are pleasant work environments</p> <p>Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in</p>