**FRIERN BARNET SCHOOL**

**Specialist Arts College**

**Hemington Avenue, London, N11 3LS**

**Headteacher: Mr S Horne**

**Performing Arts Administrator**

**Salary: Grade E, £21,276- £23,802**

 **(36 hours, term time only)**

**Start: As soon as possible**

**Closing date: Noon, Monday 8 January 2018**

We are seeking an outstanding individual to fill the post of Performing Arts Administrator, starting as soon as possible to work across the faculty under the supervision of the Head of Visual and Performing Arts.

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| **MAIN (CORE) DUTIES** |
| **Key Duties** | * Cutting paper and other required materials
* Organisation of required equipment (such as paper, paints, pencils)
* Clearing away and cleaning pots and receptacles
* Storing students’ work and materials
* Reprographic work (to include the production of work for classroom use)
* Stock control (monitoring the use of consumables)
* Maintaining an inventory of consumables and equipment
* Ordering, receiving and checking goods
* Setting out and monitoring technical requirements for absent colleagues
* Arranging timetables and payment for music lessons and ensuring students, teachers and parents are kept informed
* Providing administrative support to facilitate the delivery of the school’s Enhanced Arts Programme (EAPs)
* Organising EAPs schedules, monitoring attendance, arranging auditions, contacting parents
* Completing paperwork for trips
* Monitoring parentpay- ticket sales and money
* Uploading resources to Firefly and sending out messages
* Running technical aspects of rehearsals and shows- lighting, sound, video etc
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| **Additional** | * Trained to operate lighting and sound equipment
* Staying and operating equipment for all school performances – stage management
* Selling tickets for school shows (operated online) \ organising seating plan
* Maintaining an orderly and catalogued system of storage for equipment, music, props, costumes etc.
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| **Quality Assurance** | * Maintaining satisfactory standards of health and safety across the Performing and Visual Arts Faculty
* When undertaking any practical tasks, to ensure compliance with Health and Safety regulations and guidelines as set out in the school’s Health and Safety policy.
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| **Communication** | * To communicate effectively with the parents of students as appropriate
* Where appropriate, to communicate and co-operate with persons or bodies outside the school
* To follow agreed policies for communications in the school
* Attend meetings according to the school’s Directed Time Policy
* Attending meetings with staff from the Visual/Performing Arts Faculty in order to plan and co-ordinate events
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| **EAPs****(Enhanced Arts Porgramme)** | * Ensuring students’ contracts are up to date
* Keeping up to date records
* Organising audition days (including inviting auditionees)
* Contacting auditionees with results
* Ordering T-Shirts and hoodies
* Updating brochure and application form
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| **Marketing and Liaison** | * Ensuring high quality promotional materials for all exhibitions and performances across the Performing and Visual Arts Faculty
* Enhanced Arts Programme: production of materials, organisation of the EAPS audition process and communication with EAPS students regarding rehearsals and performances
* Developing community links within the Arts
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| **Management of Resources** | * Contributing to the process of the ordering and allocation of equipment and materials
* Assisting the Head of Faculty in identifying resource needs and to contribute to the efficient and effective use of resources
* Co-operating with other staff to ensure a sharing and effective usage of resources to the benefit of the School, faculty and the students
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| **Flexibility** | * In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate level
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| **Other Specific Duties**: |
| * To play a full part in the life of the school community
* To promote actively the school’s policies
* To continue personal, professional development
* To actively engage in the school’s self-review and evaluation processes
* To actively engage in the school’s Performance Appraisal processes
* To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate
* To attend meetings as determined in the meetings policy and as directed by the Headteacher
* To comply with the school’s procedures concerning safeguarding and to ensure that training is accessed
* To comply with the local authority and school’s equal opportunities policy at all times
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Friern Barnet is an innovative and successful Performing Arts College, recently judged ‘Good’ by Ofsted (2014). We are hugely ambitious academically for our students but we also want them to live lives which are personally and socially fulfilling. We also 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 candidate will be subject to enhanced clearance through the Disclosure and Barring Service.

**Application forms and further details are available to download at www.friern.barnet.sch.uk**

**Please apply using the non-teaching application form on the school website. Completed applications should be sent to m.caslingbrown@friern.barnet.sch.uk**