



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM



# Music & Trips Administrator Recruitment Pack



## WELCOME FROM OUR PRINCIPAL - Ms Scarlett O'Sullivan

Dear Applicant,

It is my great pleasure to be the Principal of our wonderful school. Barclay Academy has a long and much-valued history in the local community, and we are incredibly proud of that heritage. We are a warm and caring school, with excellent subject-specialist teachers and a strong, knowledge-rich curriculum. Our goal is to ensure that every student has the best possible opportunities so they can achieve their ambitions and thrive in the future.

As a proud member of Future Academies, we are committed to high standards and continuous improvement. We are particularly pleased with the progress the school has made in recent years, as reflected in our most recent Ofsted outcome.

Thank you for your interest in the Music and Trips Administrator role.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description, and whose values and qualities align with those in the person specification. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you believe you have the skills, experience, and attributes we are looking for, we encourage you to apply. We very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact:

Alison Walsh, Office Manager, via email at [a.walsh@barclay.futureacademies.org](mailto:a.walsh@barclay.futureacademies.org)

We look forward to receiving your application.

Best wishes,  
Ms Scarlett O'Sullivan  
**Principal**  
**Barclay Academy**





## JOB DESCRIPTION

<b>JOB TITLE:</b>	Music & Trips Administrator
<b>LINE MANAGER:</b>	<b>Office Manager</b>
<b>HOURS:</b>	<b>Part-time/Full-time (up to 37 hrs/wk)</b>
<b>SALARY:</b>	Scale 3, point 5-6 (£24,790 - £25,183) pro rata Starting point dependent on experience
<b>PLACE OF WORK:</b>	Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.
<b>RIGHT TO WORK:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
<b>STAFF BENEFITS:</b>	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none"><li>• A supportive ethos and concern for the well-being of all colleagues</li><li>• Excellent CPD opportunities and career progression</li><li>• Employer Contributions to Local Government or Teachers Pension Scheme</li><li>• Mintago – employee benefits platform</li><li>• Employee Assistance Programme</li><li>• Access to a Virtual GP</li><li>• Eye Care Voucher scheme</li><li>• Cycle to Work Scheme</li><li>• Partnership with YellowNest - Salary sacrifice childcare</li></ul> <p>For further information regarding our staff benefits, please visit our <a href="#">website</a>.</p>
<b>PROBATION PERIOD:</b>	The post holder will be required to complete a 6-month probation period



## PURPOSE OF THE ROLE

Barclay Academy, part of Future Academies, seeks an enthusiastic and inspirational Music and Trips Administrator. The role involves the administration of school trips and private music lessons and assisting with covering the Academy Reception.

## MAIN RESPONSIBILITIES AND TASKS

### **Trips and Enrichment Administration**

- Liaise with lead teacher for educational visits (EVC), staff and parents to ensure the smooth administration of trips and enrichment activities
- Assist trip leads with the organisation and booking of trip itinerary
- Communicate trip and enrichment information to parents and ensure appropriate permissions are received using BROMCOM.
- Ensure that visits are costed accurately, monies are received prior to events and to work closely with the Finance Department in monitoring payments
- Deal with parental enquiries efficiently and sensitively and to maintain confidentiality at all times
- Prepare medical and contact information for each trip from BROMCOM

### **Music Administration**

- Advertise available 1-2-1 music lessons to students and families and on-boarding students for lessons
- Be the first line of communication for parents, students and instrumental teachers and deal with any general questions
- Organise electronic payment via BROMCOM
- Calculate monthly lesson total cost from the instrumental registers and communicate that information to the Finance Department for payment of the instrumental teachers
- Liaise with SLT, Head of Music, Enrichment Co-ordinator and Finance for funding for instrumental lessons
- Create and organise timetables for instrumental teachers and make adaptations when needed during termtime, due to sickness, including termination of lessons, where required
- Inform students and parents of weekly lesson times and non attendance via BROMCOM
- Manage any loans of instruments



### **General Administration**

- First Aid – supply stock administration and ordering
- Part of Administration pool, which may include covering Reception during points of the day or for longer periods if the Receptionist is absent
- To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require

## PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>English &amp; Maths GCSE C+ (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Diploma level or above in the relevant subject</li> </ul>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>Good level of written English</li> <li>Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust</li> <li>Excellent communication and presentation Skills</li> <li>Excellent use of IT systems such as Excel, Word, Office 365 &amp; PowerPoint</li> <li>An understanding of and commitment to the ethos of the Academy and the wider Trust</li> <li>Ability to work to and achieve tight and/or changing deadlines</li> <li>Excellent organisational skills, ability to prioritise work for self and others</li> <li>Excellent team skills and ability to network Effectively</li> <li>The ability to remain discreet when privy to confidential information</li> <li>Safeguard &amp; promote the welfare of Children</li> </ul>	<ul style="list-style-type: none"> <li>Experience in an administrative or educational setting would be beneficial</li> <li>Flexible &amp; hardworking</li> </ul>
<b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		



## WHAT CAN WE OFFER YOU?

**1**

**Colleagues who care about the children they serve and each other.**

**2**

**A curriculum that is centrally resourced and locally owned.**

**3**

**An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.**

**4**

**Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.**

**5**

**A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.**

**6**

**A two-week October half term with no reduction in holidays elsewhere.**

**7**

**Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.**

**8**

**Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.**

**9**

**We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.**

**10**

**We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.**

## APPLICATION PROCESS

### 1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **19th May 2025**. Applications after this date will not be considered.

### 2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### 3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

- The successful candidate will take up the post as soon as possible.

### 5. Additional information

- For further information please email [HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

