



DRAYTON MANOR HIGH SCHOOL

THE ARTS AND MUSIC TECHNICIAN Scale 3, £16,074 (including allowances)

Term Time, 40 weeks per year

33 hours 45 minutes per week, Monday to Friday 8.30am to 4.15am
(the successful candidate will be required to work
flexible hours in accordance with the needs of the school)

An Arts Technician is required, from September 2018, to provide technical and administrative support for the curricular and extra-curricular activities in The Arts Faculty (comprising art, dance, drama, media and music). The successful applicant will be based primarily in the Music Department and will provide day-to-day support with the running and maintenance of technological equipment and administration of peripatetic music lessons.

The role also includes preparation and maintenance of instruments and equipment, recording and storing of GCSE and A Level Music performances, running sound and lighting for assemblies, school concerts, showcases and drama performances alongside support for all subject areas. An interest and background in music, including sound recording and engineering, would be an advantage as would technical skills in relation to theatre lighting and sound.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk.

For further information and an application pack for the post, please visit the Job Vacancies section of the school's website. For any further queries please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12 noon, Monday 25 June 2018.

No agencies, faxes or CVs.





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JOB DESCRIPTION

JOB TITLE	The Arts and Music Technician
GRADE	Scale 3, Term Time, 40 weeks per year 33 hours 45 minutes per week, Monday to Friday, 8.30am to 4.15pm (the successful candidate will be required to work flexible hours in accordance with the needs of the school)
RESPONSIBLE TO	Head of The Arts Faculty
JOB PURPOSE	To provide technical and administrative support to the teaching staff by undertaking a range of technician tasks designed to facilitate smooth, effective delivery of Arts curricular and extra-curricular activities within the areas of Music and also Art, Dance, Drama, and Media as decided upon by the Head of The Arts Faculty

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- To undertake reasonable duties as directed by the Head of The Arts Faculty or Head of Music Department
- Responsible, under the supervision of the Head of The Arts Faculty for the ordering of instruments and equipment
- Preparing and laying out of instruments and equipment as necessary. This will include setting up sound equipment for band rehearsal and performances
- Preparing technological teaching and extra-curricular resources using department software
- Maintenance and storage of equipment including technological equipment
- Cleaning and duty of care of instruments and equipment
- Supporting the smooth running and administration of the music peripatetic teachers and instrumental hire process

- Provide technical support in the School Hall for assemblies and events
- Mounting and maintaining of displays, visual aids and student work
- Responsibility for the general maintenance and operational efficiency of teaching areas, including the care and maintenance of services, equipment and stores both on and off site, reporting the need for repairs to the Site Manager and notifying the Head of Faculty/Department
- The monitoring, recording and maintenance of equipment to meet the needs of the faculty. Requisitioning materials receipt and storage of equipment
- Day to day communication, liaison and co-operation with all members of the Arts staff in order to contribute to the continual improvement of Arts teaching
- To provide support for school events and organisation of events, booking coaches, affiliations etc
- To provide technical support for whole school Arts events including Christmas Concert, School Production etc. through designing and operating lighting and sound systems
- To record and store GCSE and A Level Music performances that will be used as coursework as well as general maintenance of department files
- Support whole-school enrichment programme and liaise with other areas of the school to support the Arts as necessary
- To support students throughout the school who are interested in pursuing the technical side of the Arts through running a 'tech club' and employing a 'tech team' to work on school events
- Provision of information for school website to include calendar of arts events across the school year, events reports etc
- Liaise with IT department to support, as necessary, the setting up and first line maintenance of IT equipment
- Liaise with external agencies where necessary to ensure the upkeep of instruments where specialist support is needed
- Such other reasonable duties including reprographics as may be requested by the Head of Faculty in line with the general scope of the post
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PERSON SPECIFICATION

POST TITLE **The Arts and Music Technician**

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Sound general education 	<ul style="list-style-type: none"> • Further qualifications • GCSE/A Level in related subjects (Music Tech)
Experience	<ul style="list-style-type: none"> • Experience of working with Music 	
Ability / Skills	<ul style="list-style-type: none"> • Ability to rapidly learn new skills • A working knowledge of music technological equipment, its use and maintenance • An awareness of the need to plan for Health & Safety • Ability to meet deadlines • Ability to use sound and lighting equipment for productions and shows • Ability to set up recording equipment to record performances with excellent quality on a wide variety of electric and acoustic instruments 	<ul style="list-style-type: none"> • IT skills
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to equal opportunities • Ability to promote and support the school's Equal Opportunities Policy 	
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	
Disposition	<ul style="list-style-type: none"> • Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues with good communication. • Evidence of commitment to and understanding of collective responsibility 	<ul style="list-style-type: none"> • Strong interpersonal and liaison skills • Able to demonstrate a degree of empathy with students