

Ormiston Bushfield Academy

Post: IT & Creative Arts Technician

Location:	Ormiston Bushfield Academy
Salary:	Ormiston Grade 2 points 3-5 - £20,812 - £21,575 (pay award pending)
Status:	Permanent
Contract	Academy
Hours:	37 hours per week full time
Responsible to:	Head of ICT & Facilities

Responsible for

Overall purpose of the post is to provide technical support and services to the Performing Arts, Music, Design Technology and IT support departments. To assist in setting up, using and maintaining equipment in these areas in line with the Academy's needs, providing support to staff and students as necessary.

Main duties and responsibilities

This unique role will be split across multiple technical strands, encompassing a varied workload which could include driving the desk for studio recording sessions, running the lighting for school productions, assisting students in the workshop with using the various tools in DT or providing day to day technical support to the users of the IT systems at the Academy. A more detailed breakdown can be found below:

Music Technician

- Responsible for supporting and maintaining the range of technology used by the music department including the use of the recording studio and associated equipment.
- Support staff and students in the use of the IT equipment in the department including the use of Logic to compose, record and mix tracks.
- Provide technical support in the recording of student performances and coursework.
- Provide support and guidance in the purchasing of new equipment.
- Provide administrative support for the planning and delivery of peripatetic music lessons.
- Setup and support sound equipment for events/performances at the Academy and on occasion at external locations.

Performing Arts

- Support the use of audio and lighting equipment in the performing arts department.
- Setup and support the use of sound and lighting equipment for internal and external events/performances hosted at the Academy.
- Provide support and guidance in the purchasing of new equipment.

- Ensure sound and light equipment is covered by appropriate Portable Appliance Testing (relevant training to be provided).
- Develop and maintain an asset register of all sound and light equipment.
- The role will involve some working at heights either using a scaffold tower or other relevant access equipment. Training will be provided as necessary.

Design Technology

- To carry out or organise routine maintenance of equipment, tools and machinery, including Health and Safety checks within the Design and Technology department. (relevant training to be provided)
- Provide support for students in using the machinery in the Design and Technology Department.
- Prepare materials and resources for Design Technology practical lessons.

IT Support

- Support and maintain the IT hardware and software in use in the Music, Performing Arts and DT departments.
- Support with larger scale IT deployments during school holiday periods.
- Provide first and second line IT technical support when not booked by the Music, Performing Arts and DT departments.

The role will be based within the IT support team and will involve the technician being booked by the various departments as and when required. A schedule will be worked out termly in-line with the departments teaching timetables and the various other activities taking place within the Academy, such as the annual Academy theatre production or creativity evenings.

Physical Demands and Working Conditions

- Work will normally be based at Ormiston Bushfield Academy but travel to external sites may be required.
- Working in confined and awkward spaces with short periods of greater effort such as moving equipment may be required.
- Regular lifting and moving, pushing and pulling of resources, materials and equipment, which may be awkward or heavy.
- Working at heights including the use of suitable access equipment such as scaffold towers.

General Responsibilities

- Support other members of the Academy as necessary which may include providing guidance to less experienced colleagues.
- Support adherence to ICT policies, including those relating to safeguarding and internet usage and report any concerns.
- Knowledge of and adherence to Academy administrative and financial systems, policies and procedures.
- Perform duties in line with health and safety regulations and take action when hazards are identified, including reporting any serious hazards to the line manager.
- Interpret information and situations and respond independently to unexpected problems and situations.

- Be aware of, promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Post holders may be required to work flexibly in order to meet the business needs.
- All staff are required to partake in performance management and training activities.
- Comply with Ormiston Bushfield Academy staff dress code.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role.
- As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

Safeguarding

- Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- An enhanced disclosure and barring check will be a requirement of the post.

Person Specification

Qualifications/ Training	Essential/ Desirable
5 Good GCSEs (Grade 'C' / '4' or above) or equivalent including English and Maths	Essential
Specialist and job relevant technical qualifications or experience equal to NVQ 3 or above.	Desirable
Understanding of specialist health and safety legislation, systems and working practices	Desirable
A Levels or other higher level qualifications	Desirable
Knowledge/Skills/Abilities	
Ability to establish good professional relationships and work in partnership with members of the team	Essential
Ability to work independently, using own initiative to prioritise work load effectively and manage time effectively	Essential
Good working Knowledge of audio and lighting equipment used in theatre productions.	Essential
Knowledge of audio equipment and software used in a recording studio environment.	Essential
Experience using workshop based tools and machinery	Desirable
Relevant DATA Secondary Materials Health & Safety training or similar	Desirable
Portable Appliance Testing qualifications and experience	Desirable
Knowledge and experience diagnosing and repairing IT hardware and software faults	Essential
Knowledge of Active Directory to support IT user administration	Essential
Effective working with children/young people in an education setting	Essential
Ability to develop positive relationships with staff and student groups with empathy and sensitivity to the needs of the individual	Desirable
Routine administrative and practical skills	Essential
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Essential
Awareness of the regulatory framework relevant to schools and pupils	Desirable
Awareness of the education process and the national curriculum	Desirable
Other Requirements	
Well motivated to develop knowledge and skills	Essential
Personal effectiveness: makes things happen; operates with resilience, flexibility and integrity	Essential
Strong communication skills	Essential
Strong literacy/numeracy/ICT skills	Essential
A strong sense of the Academy's ethos and values	Essential
The vision to develop the role according to the academy's needs	Essential
Flexibility and willingness to help out with other duties if required	Essential
Good listening, communication and interpersonal skills	Essential
Previous experience of working with students	Desirable
A commitment to safeguarding and promoting the welfare of children and young people	Essential