

# JOB DESCRIPTION

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**TITLE:** Senior Technician Facilitator Media & Performing Arts

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**GRADE:** Scale 6

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**RESPONSIBLE TO:** Senior Curriculum Manager

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## **PURPOSE OF JOB:**

- To support teaching delivery
- To ensure safety and sufficiency of equipment and physical spaces to support teaching delivery

## **MAIN TASKS AND RESPONSIBILITIES:**

### **1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities
- 1.4 To implement the College's safeguarding policies and practices
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations

### **2. In common with all other support staff:**

- 2.1 To participate in College-wide projects and tasks
- 2.2 To work in other support services areas to meet the specific needs of workload peaks

- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other locations/sites of the College

### **3. Particular to the Post:**

- 3.1 To provide technical support during lessons to staff and students, including technical instruction to students where required
- 3.2 To issue equipment, tools and material to students and/or staff, keeping a record of number of items where appropriate and reporting stock levels to the respective area manager
- 3.3 To ensure that the studios, theatre and teaching areas are clean and tidy, including store rooms and cupboards, studios and work rooms and theatre spaces
- 3.4 Keeping to high standards of health and safety and risk assessments and ensure that equipment and materials are maintained and PAT testing
- 3.5 To provide technical support to cross-College functions/events and to accompany students with academic staff on visits out of College premises
- 3.6 To undertake repairs and routine maintenance of equipment, within own expertise/ qualifications and subject to health and safety regulations
- 3.7 To keep records of repairs/maintenance undertaken and of items sent off-site for attention
- 3.8 To rig and de-rig staging or equipment as required for each performance/show

### **4. Person Specification:**

- 4.1 To undertake repairs and routine maintenance of equipment, within own expertise/qualifications and subject to health and safety regulations
- 4.2 To keep records of repairs/maintenance undertaken and of items sent off-site for attention. A knowledge of the health and safety requirements of trade-based work
- 4.3 An ability to work as a member of a teaching team and to establish effective working relationships
- 4.4 An ability to communicate effectively with staff and students and familiar with the use of IT, including Mac OS
- 4.5 An understanding of, and commitment to Equality and Diversity and practical ideas for their implementation in this post

#### 4.6 Understanding of Safeguarding and its relevance to this post

##### **Additional Information:**

Hours of work: 35 hours per week – term-time only. Routine fixed daily start and finish times between 08:30 and 21:00 by agreement.

Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.