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**Ormskirk School**

**Job Description**

**Title:** Music, Performing Arts and Media Technician

**Grade:** Grade 5 (Points 17 to 21)

**Salary:** £17,772 - £20,138 pro-rata

Hours: Full time, term time only plus four weeks (including INSET days)

**Responsible to:** Network Manager

**Position purpose:** The postholder will, with limited instruction or guidance, assist teachers, other technicians or support staff in the preparation and maintenance of teaching resources and equipment for pupils in Music and Performing Arts.

**Purpose of the post**

* To work closely with the music and drama departments to provide technical support and maintenance.
* To provide technical support and multimedia coverage (photo/video) for Arts related events such as community events, school music concerts and theatre productions.
* To support pupils in learning activities during music, music technology and performing arts lessons
* Help to promote the Arts ethos of the school.
* To manage and operate the specialist equipment including maintaining, fixing and operating all lighting, sound, video and recording equipment in the Arts Theatre / Music Studios.

**Main duties of the post**

* To be at the disposal of any staff who wish to use the theatre for power point lectures, video / DVD projections, audio, assemblies etc.
* To provide technical support pupils in music and drama.
* To support students and staff with equipment in the recording studio, with an ability to record and manipulate sound to a high standard.
* To assist and support staff with the use of specialist music technology and media software (e.g. Logic, Final Cut Pro, iMovie, Photoshop)
* To produce high quality video and other digital arts resources for use in all curriculum areas and on the school website.
* To work flexible hours in order to incorporate weekend / evening performances.
* To support the ICT Support Team when appropriate and required.
* To make use of software support lines and contracts to receive advice on use of software on behalf of staff.
* To follow health and safety procedures for the use of sound, lighting and recording equipment.
* Undertake risk assessments; implement and make modifications to relevant Health & Safety procedures.
* Follow relevant Health & Safety procedures and raise awareness among staff, pupils and other users.

**General duties**

* To participate in arrangements for professional self-development.
* Responsible for health and safety both for self and others throughout the school and adhere to the school’s health & safety policy and procedures.
* To participate in meetings with colleagues appropriate to duties.
* Any other reasonable duties, as requested by the Headteacher or Assistant Headteacher.

The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Governors of Ormskirk School will expect to revise the job description from time to time and will consult post holders at the appropriate time.

**Equal Opportunities**

Ormskirk School is committed to achieving equal opportunities in the way it delivers services to the community and in its employment arrangements. It expects all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

Ormskirk School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.