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## Job Description for CAPE Technician

**Job Title:** Creative Arts Technician

**Reporting to:** Head of CAPE

**Role Purpose:** Under the direction and guidance of the Head of Department, to coordinate the use of the practical resources and facilities and provide assistance and advice in meeting the practical needs of the Creative Arts curriculum, including liaising with teaching staff and support staff outside the department.

### Role Tasks:

#### Technical Support

- To work closely with the Head of Department in the running and maintenance of the recording studio and Mac suite
- To support with the setup of music lessons and other lessons within the department
- To support teaching and rehearsals, including setting up PA systems, recording sessions, and performances.
- To support BTEC students with their compositions and performance recordings.
- To support students with technical issues that may arise within the department.
- To run the live sound of school performances and productions
- To work within the creative arts department to support with IT issues, setting up of class tablets etc
- To support all teaching members of the department with IT issues and troubleshooting
- To support in media and photography with the setting up, maintenance of cameras and editing of pictures, audio and video
- To take part in general maintenance and support across the faculty including help with displays and photocopying when absolutely necessary
- To be a requisitioner for the department by putting through orders using the school system
- To support in drama and performances with lighting etc
- To support with the technical aspects of whole-school events and training
- To deliver equipment and resources to classrooms as requested.

#### Maintenance and Repair

- General maintenance of musical equipment such as guitar and drums
- To assist in the general maintenance of all creative areas, making sure they are clean, working effectively and fit for purpose

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### **Health & Safety**

- To assist in the safe storage of and/or disposal of equipment or materials in line with recognised procedures and contribute to the production of appropriate risk assessment
- To keep up-to-date with health and safety requirements
- To give health and safety information to technical staff, teachers and pupils/students.

### **Administration**

- To assist in the operation of an efficient system for ordering, stocking, storing and distributing of items used in the Creative Arts and PE department including any associated record keeping.
- To operate all relevant information and recording systems including cataloguing, filing and inventories, and legal records as they relate to Health and Safety and equipment/appliance testing.
- To receive and check deliveries and associated invoices.
- To support the department where necessary with photocopying, cover work, administrative support

### **General**

- As part of your wider duties and responsibilities you are required to promote and actively support the Academies responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- Carry out your duties with due regard to current and future Academies policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

### **Essential Criteria:**

- The willingness to learn new skills and interact with adults and students on a regular basis
- The ability to adapt to a range of situations in a changing environment and be a supportive member of a busy team
- To work in a professional manner, adhering to the school code of conduct

### **Desirable Criteria:**

- Experience in a recording studio environment
- A sound knowledge of sound recording, GarageBand and more complex music software (e.g. Reason/Logic/Cubase) and Mac systems
- Some understanding of Live Sound recording and microphone set up/placement
- An awareness of editing software for music but also moving image and still image (Photoshop etc)
- A musical background with the ability to read music and/or TAB confidently
- Understanding of live sound set up (and lighting)
- Knowledge of basic instrument and accessory maintenance (i.e. Amps/guitars/leads)

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.