

Job Outline

Music/Performing Arts Technician

Salary Grade: LGS Scale 3, Points 4-5
Full time/Part time: 37 hours per week/39 weeks per year
(Monday to Thursday 8.30am-4pm, and Friday 8.30am-3.30pm)

Job Purpose:

This appointment is a technical position supporting the Head of Music and the Performing Arts teachers with the smooth running of the Music & Performing Arts Departments. The successful appointee will be required to work closely with both teaching staff and students in lessons as well as set up/operate and de rig equipment depending upon the need of the event. The Music & Performing Arts department offers students a broad curriculum to inspire and challenge pupils in Art and Design.

Main Duties and Responsibilities:

General Responsibilities:

- To ensure equipment is prepared for lessons on request of teachers
- Set up, operation and derigging of sound equipment for a variety of events
- To ensure effective care and maintenance of Music areas, including organisation of storage areas
- To maintain display boards and digital/social media content.
- To maintain the Music equipment and instruments
- Deliveries of supplies and maintenance of department will require manual handling/lifting
- To assist in practical lessons and lead smaller groups of students to facilitate their learning.

Administration Responsibilities:

- To assist with ordering of materials
- To assist with reprographics and ICT administration.
- To check incoming deliveries, to unpack and distribute as necessary
- To investigate potential hazards and record findings and any actions taken
- To maintain a suppliers database
- To review the inventories of resources
- Health and Safety requirements and audits
- To be responsible to the Head Music for health and safety matters and to carry out risk and COSHH assessments as required by the site manager.

Whole School Responsibilities:

- To attend meetings and training sessions as required and assist with major School functions e.g. Open Days, presentation evenings.
- Liaise with cleaners and maintenance staff.
- Have a technical frame of mind and the ability to resolve technical issues.

- All staff have a responsibility and duty of care to safeguard and promote the welfare of
- pupils. Staff must be aware of the systems within the School, which support safeguarding
- and must act in accordance with the School's Safeguarding & Child Protection policy and
- Code of Conduct. Staff will receive appropriate child protection training, which is regularly.