

AV TECHNICIAN JOB DESCRIPTION



JOB PURPOSE

To effectively use AV technology to promote the Federation and celebrate success. To assist teachers, (in particular those within performing arts, music and drama), with the organisation, administration and technical aspects of their work.

AV RESPONSIBILITIES

- Be a first point of call for AV-related support requests.
- Set up, maintain and operate sound, lighting, AV equipment and screens, both on and off site, adhering to procedures and standard codes of practice at all times.
- Provide audio visual support across a range of events, some of which will involve out-of-hours working.
- Support staff in the recording and editing of high-quality videos for the promotion and celebration of the Federation.
- Provide specific support to the Federation's music and performing arts teams.
- Supervise the Tech Team, a team of volunteer students interested in stage production.
- Keep abreast of new developments within AV systems.
- To advise Federation users on the safe usage of equipment and provide training in the use of new equipment where appropriate.

TEAM-BASED RESPONSIBILITIES

- To support the use of IT across the Federation and external clients, ensuring it meets the needs of our clients and any contractual or statutory requirements.
- To support the NewTechnologies team in their implementation of the Federation Transformation Plan.
- To provide email, telephone and face-to-face support as required to support clients in their effective use of IT.
- To safely repair or liaise with contractors to ensure that the downtime of any IT equipment being supported is minimised.
- To proactively work to improve our IT services working so that clients are able to use it seamlessly in their work.

FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extracurricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.

SAFEGUARDING, HEALTH AND SAFETY

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for

ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies.

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.

AV TECHNICIAN PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	EVIDENCE
COMMITMENT A clear recognition of and commitment to all our aims as a high performing Federation. Smart business dress is essential. The Federation has a dress code.	Tangible evidence of the commitment to education in the current post.	Letter of application Portfolio of work (where appropriate) Interviews
QUALIFICATIONS A good basic level of education with at least 5 GCSEs including English and mathematics.	First Aid qualification Current driving licence.	Application form
EXPERIENCE Experience of managing the technical aspects of a theatre or recording studio. Attention to detail and a "technical ear" for high- quality audio presentation. Very good organisational skills. Ability to work under pressure. A good understanding of safety issues and risk assessment. Experience working with video editing packages.	Experience of an educational environment. Experience of planning and problem solving.	Interviews References Portfolio of work Letter of application
STAFF DEVELOPMENT An understanding of the importance of training.	A proven desire to improve, with recent evidence of certified professional development.	Letter of application Interviews
RELATIONSHIPS An ability to work with our students.		References

Good listening skills, the ability to communicate effectively and to work as part of a team with staff, Federation members, and members of the local community.		Interviews Letter of application
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