



Trinity Academy

Music and Performing Arts Technician

Job description

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| Job title | Music and Performing Arts Technician |
| Location | Trinity Academy |
| Salary | SCP 19 - 24 FTE £26,167 - £29,777 Actual £20,010 - £22,771 |
| Role Summary | To embrace the mission and values of Trinity Academy, ensuring that every child achieves their absolute best by delivering outstanding technical support for music and the performing arts. |
| Working pattern | 32 hours per week, to be spread weekdays between 08.00 and 16.10. There is some flexibility with the working pattern within this. Term Time only plus up to 8 days of holiday working. |
| Responsibilities | <ul style="list-style-type: none"> To understand and be able to use all the equipment in the faculty to ensure the highest quality levels of performance are achieved. This will include: <ul style="list-style-type: none"> Running the AV in the concert hall, Drama studio and Dance studio Overseeing the music computer network Leading recording sessions Monitoring and maintaining equipment incl. musical instruments, sound and lighting equipment, other equipment in the faculty understanding stage, electrical and fire safety practices Utilise practical resources and facilities, providing assistance and advice on current 'best practice' in the practical needs of the curriculum, and ensuring this is embedded within the operational activity of the learning programme. Promote the observance of a safe working environment through: <ul style="list-style-type: none"> proactively contributing to the assessment, monitoring and review of safe working practices and procedures keeping abreast of 'best practice' through networking and continuing professional development the provision of technical advice and administrative support on |



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| | <p>safety issues to teaching staff</p> <ul style="list-style-type: none"> ○ the disposal of used materials, including any dangerous substances, and dealing proactively with real or potential hazards <ul style="list-style-type: none"> ○ the storage and accessibility of equipment and materials <ul style="list-style-type: none"> ● Contribute to the day to day organisation and development of the performing arts faculty through day to day supervision by staff to ensure that essential performance standards are achieved. ● Contribute to the adaptation, development and maintenance of any specialist resources or longer term research projects, and by providing any advice, assistance and support requested by students and/or teachers for effective delivery of practical aspects of the curriculum. ● Support the teaching staff in ensuring the availability of suitable materials and equipment, the provision of effective stock control and helping to compile orders and liaise with suppliers in conjunction with the school's designated budget holder in obtaining and receiving goods or services. ● Under the overall guidance of the ICT Network Manager ensure that both routine and non-routine checking, maintenance, calibration, cleaning and fault investigation and resolution of equipment is carried out within the work area to the required standard. ● Supporting the lettings team by liaising with private lettings regarding their technical questions for their bookings ● Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p> |
| Reporting to | Head of Music and the Performing Arts |
| Safeguarding | <i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial</i> |



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| | <i>and periodic enhanced level checks with the Disclosure and Barring Service.</i> |
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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- Ability to manage time effectively, organise and prioritise workloads and work proactively to ensure objectives are fulfilled
- Ability and willingness to work cooperatively as part of a team
- Ability to be managed by others, using constructive feedback to improve your performance
- A genuine care and respect of students and colleagues
- An understanding of the needs and values of different communities, in particular the different cultures the Academy serves
- Genuine care for all students, especially the disadvantaged
- High standard of written and verbal communication skills
- Be able to communicate with care and respect to students, staff, parents and carers
- Integrity
- Strong values and outcomes driven for Head, Heart and Soul

You are likely to have:

- Sense of humour
- Ability to work well under pressure
- Ability to help us build on the breadth of the educational experiences we offer both in and out of the classroom
- Respect for the professional expertise of others

- A personal commitment to quality and excellence that will take the Academy forward

You may have:

- 'Can do attitude' willing to engage in the whole of the new Academy's life.
- The ability to advise of best practice

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Good GCSE English and Maths (at least grade B or 5 at GCSE)
- Knowledge of a DAW (ideally Cubase)
- Knowledge of DANTE / sACN installations
- basic understanding of network infrastructure eg POE switches and IP

You are likely to have:

- Further professional qualifications

You may have:

- Music Tech degree

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Experience of studio lighting and rigging
- Experience of sound and media editing incl. working with a digital desk eg SQ6
- Experience of studio/live sound
- Experience of using PCs in a networked environment
- Experience of teching and running large scale live events

You are likely to have:

- Experience of working with young people
- Industry experience in a technical role in a performing arts organisation
- Record of excellent practice

You may have:



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- Record of developing and maintaining good relationships with students and wider school community
- Current successful school experience
- Experience of safeguarding and pastoral roles in schools
- Health and Safety training

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.