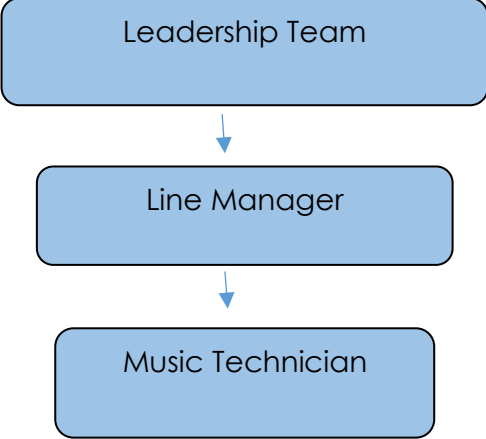




Ralph Allen School Role Description

Role Title	Music Technician Job Description
Grade	Grade 5, points 11-15
Responsible to	CTL Music
Date	September 2024
1. Role purpose	<p>Ralph Allen School is looking to appoint a Music Technician to fulfil a number of different roles within the Music Department. These include:</p> <ol style="list-style-type: none"> 1. To support the teaching and use of Music Technology at A' level and GCSE 2. To support students recording audio for A level Music Technology coursework 3. To be responsible for the checking, maintenance, replacement and storage of all musical instruments and equipment (including in the classrooms, practice rooms and the music technology student study area) 4. To provide technical support for concerts and performances
2. Principal duties and Responsibilities	<ol style="list-style-type: none"> 1. To provide technical support and teaching assistance as required in Music Technology lessons e.g. supporting students in the use of software, setting up recording sessions, teaching and overseeing students when recording and mixing audio 2. Assisting with GCSE and A-level recordings as required 3. Maintenance of equipment i.e., keyboards, headphones, sound equipment etc. ordering new parts as necessary and repairing, or arranging the repair of, any broken items 4. Maintenance of instruments e.g. restringing guitars as required 5. Setting up equipment for practical lessons as required by teachers 6. Be responsible for keeping the classrooms and practice rooms tidy and in line with health and safety requirements 7. Regularly update displays around the department and keep display areas looking tidy 8. General administration tasks including room bookings, overseeing peripatetic timetables and updating the inventory as required 9. Managing our suite of iMacs and troubleshooting network and software issues where possible 10. Assisting with Sound and Lighting for school productions and events (some work will take place in the evenings)
3. Dimensions (in quantitative	Daily interaction with teaching staff, students and other support staff; also contact with external suppliers and contractors, as required (if applicable to role).

terms, the key areas on which the job has an impact)	
4. Organisation chart	 <pre> graph TD LT[Leadership Team] --> LM[Line Manager] LM --> MT[Music Technician] </pre>
6. Working Environment	Working in a large secondary school.
7. Person specification	<p>Essential</p> <ol style="list-style-type: none"> 1. Should have a Music/Music Technology or other relevant Level 3/A Level qualification 2. Should have a good working technical knowledge of a range of sound and recording equipment and techniques 3. Knowledge of music technology and its application including the use of Logic PRO X (Applicants should be able to demonstrate knowledge of software and hardware trouble shooting) 4. To be able to work effectively and constructively as part of the Music Department team 5. Should be a good communicator – particularly to be able to relate well with children in a professional capacity 6. Must be reliable, punctual and courteous 7. Should be enthusiastic about the work and be able to convey this enthusiasm to others 8. Should be willing to learn and develop skills and expertise <p>Desirable but not essential</p> <ol style="list-style-type: none"> 1. To be flexible as some work may take place in the evenings (e.g. performances) 2. To be educated to degree level in a relevant subject 3. Willingness to work with and manage the “tech crew” – a small group of students who are interested in developing their interests and expertise in live sound for performance 4. To have a good working knowledge of production lighting or a willingness to develop skills in this area 5. To have knowledge of Mac IOS and networking
8. Additional information	<ol style="list-style-type: none"> 1. All support staff are expected to get involved in whole school life and work with young people. This will include carrying out a weekly duty at breaktime and after school (on a rota). 2. All Support staff will be required to train as a first aider and take

	<p>part in a rota to cover first aid provision in school to staff and students.</p> <p>3. This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.</p> <ul style="list-style-type: none">• The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.• The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies.• The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.• This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.• The postholder should be responsible for his/her own health, safety and welfare in the workplace.
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