



THE DOWNS SCHOOL JOB DESCRIPTION

| | |
|---|--|
| Job Title: Performing Arts Technician | Salary: West Berkshire Pay Scale C |
| Hours: 15 hours per week. Actual working hours to be agreed with Line Manager | FTE £24,027 (Pro Rata £8,261) |

| |
|--|
| <ul style="list-style-type: none">To assist as required with all supporting aspects of Production Arts classes and exam performances |
|--|

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Head of Performing Arts Faculty

MAIN DUTIES AND RESPONSIBILITIES

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

- proper and professional regard for the ethos, policies and practices of the school
- understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy
- having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's child protection policy is adhered to and concerns are raised in accordance with this policy
- promoting equality as an integral part of their role and to treat everyone with fairness and dignity
- recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures/rules that apply to this role.

Key Tasks

- To assist as required with all supporting aspects of Production Arts classes and exam performances
- To support the day-to-day running of the Performing Arts department spaces
- To capture examination video recordings and transfer onto DVDs
- To support productions by working with production arts students, the director and designer to manage the technical aspects of examination pieces and annual extra-curricular events

Responsibilities

- Manage and maintain all equipment and other technical resources in the Performing Arts department, ensuring staff and students are able to utilise the equipment when required.
- Organisation of materials and equipment needed for lessons, such as performance lighting, sound systems, materials for mask-making/set construction
- Support teachers within key lessons by working alongside small groups of pupils interested in production or specialising in production
- Ensure all areas are kept clean and tidy, and that storage is used effectively, ensuring equipment and materials are securely stored when not in use
- The Technician is responsible to the Head of Performing Arts for all departmental and routine day-to-day matters

Maintenance

- Provide first-line maintenance support for all technical equipment, machines, furniture, fixtures and fittings within the Department. When necessary, contact and liaise with the School's Site Staff or arrange external suppliers/contractors for repairs and maintenance
- Monitor and maintain stock items (lamps, gels, gobos, Gaffa tape, etc.) and all stores and general day-to-day equipment as needed.
- Maintain an inventory of all equipment and materials held and used.

Health and Safety

- Maintain a clean and tidy work space at all times.
- Ensure security for Drama department equipment, building, staff and students
- To gain relevant training, including working at heights

Key Requirements

- Working knowledge of IT including projector set-up, PowerPoint presentations, computer system set-up
- Filming skills
- Knowledge and Operation of lighting and sound systems
- Excellent interpersonal, communication and planning skills

The successful candidate will be expected to manage their own time to complete the duties required, working flexible hours 15 hours per week, under the guidance of the Head of Performing Arts, including evenings and weekends. You will be expected to work up to 10 occasional days in addition to the normal school terms – this will be negotiated as either days' in-lieu or paid. A high level of commitment is expected, particularly in the weeks leading up to a performance examinations/extra curricular events. Holidays shall be taken in non term time.

Additional Duties

- Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the senior technician or head teacher.

General

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meeting the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**THEDOWNS SCHOOL
PERSON SPECIFICATION**

| Job Title: Design Arts Technology Technician | | Reporting to: Head of Design Arts Faculty |
|---|---|---|
| KEY CRITERIA | ESSENTIAL | DESIRABLE |
| Qualifications and Training | <ul style="list-style-type: none"> • Basic numeracy and literacy • Educated to GCSE level or equivalent | <ul style="list-style-type: none"> • Good numeracy and literacy skills |
| Competence Summary (Knowledge, abilities, skills, experience) | <ul style="list-style-type: none"> • Sufficient to enable the duties of the job description to be undertaken. • Knowledge of relevant safe working practices • Ability to establish positive relationships with pupils of all abilities • Exceptional administration skills • Strong verbal and written communication skills • Confidence to communicate effectively with staff and pupils • Knowledge of health and safety procedures | <ul style="list-style-type: none"> • Experience working in a similar environment • Knowledge of Health & Safety legislation that relates to the work of a school • Health and Safety qualification that relates to: lighting, sound and set construction • Willingness to work as a team member |
| Work-related Personal Requirements | <ul style="list-style-type: none"> • Well organised, proactive • Ability to work and remain calm under pressure and to deadlines • Ability to prioritise tasks • Clarity of thought and a logical structured approach • Attention to detail • Developed organisational skills • Excellent interpersonal and communication skills • Able to work without direct supervision managing own time and tasks effectively • Enthusiastic, positive and flexible approach to tasks | <ul style="list-style-type: none"> • Good sense of humour • Car owner/driver • Smart appearance |

| | | |
|--|---|--|
| | <ul style="list-style-type: none">• Patient and resilient• Thorough, with good attention to detail | |
|--|---|--|