



JOB DESCRIPTION

Job Title: Performing Arts Technician
Grade: B1 SCP 4-6
Reporting to: Curriculum Leader of Drama/Music

Job Purpose:

The post holder will be expected to work alongside the Performing Arts department as required to help set up equipment, support lessons and extra-curricular sessions, and carry out administrative tasks. The post holder will be expected to work flexibly and carry out any work that is reasonably required and is appropriate to the grade.

Responsibilities:

- Completing administration tasks including the distribution of consent forms and information letters, documenting responses and any relevant student information and the production of extra-curricular registers.
- Supporting and leading extra-curricular sessions such as rehearsals.
- Supporting the department with the development of the Opera North In Harmony Programme including registering students and promoting partnership.
- Supporting and performing in performing arts events.
- Organising, setting up and maintaining equipment including technology for practical lessons and events.
- General upkeep and tidiness of performing arts spaces, including end of day checks and in-depth half-termly checks of costumes, props etc.
- Design and create department displays promoting extra-curricular clubs, upcoming performances and productions.
- Administration for peripatetic music lessons including timetables.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

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Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade 4 (C) and above in GCSE English and Mathematics (or equivalent).	E
• GCSE Music/Drama or equivalent	E
• A Level/HNC or equivalent in Music/Drama	D
Knowledge and Skills	E/D
• Familiar with specialist Performing Arts equipment	E
• Maintain/repair resources where appropriate	E
• Good communication and interpersonal skills	E
• Ability to work well under pressure and use your own initiative	E
• Good organisational skills	E
• Good time management skills, including the ability to work to deadlines	E
• Effective team member	E
• Flexible and willing	E
• Drive and determination	E
• Positive and encouraging	E
• Ability to maintain confidentiality	E
• Reliable and trustworthy	E
• Knowledge of relevant Health and Safety	D
Experience	E/D
• Experience of working in a school environment or of working with young people	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

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