

Job Description for Performing Arts Technician (1 year fixed term)

Post Holder:

Hay Grade: As per annual salary assessment/52 weeks per year

Responsible to: Assistant Headteacher (Curriculum & Timetable)

Date: September 2024

1. Job Outline

Key purpose of role:

To carry out all tasks relating to the provision of sound, lighting and staging for school events, assemblies and productions as required

To ensure that appropriate sound, lighting and staging support is available to all staff

2. Main Areas of Responsibility

- To support Production Arts and Performing Arts staff with the day to day use of the sound, lighting and staging as required
- To ensure the smooth delivery of lights and sound during assemblies
- To provide external speakers with support in the use of the school's microphones and ensure suitable lighting and staging as needed
- To provide sound, lighting and staging services for school events such as Masses, Presentation Evening, music concerts and theatrical performances
- To encourage students to work with the sound, lighting systems and staging to develop their interest in this area
- To lead in the assembly and construction of staging for school productions
- To ensure the Main School Hall is kept in good order and safe at all times
- To work within Health & Safety at Work regulations and COSHH
- To support Music & Drama Departments in the setting up of equipment
- To be First Aid trained and provide cover for the Medical Room and afterschool events when required.

Line Management

Formal line management meeting will take place termly and on an ad-hoc basis at the request of either the Line Manager or postholder. Informal meetings are arranged as the need arises

Supervision

The majority of this work is undertaken entirely without supervision. Matters of policy are discussed as the need arises with the Line Manager, by whom work is also monitored

You are expected to be pro-active, taking some responsibility for realising when tasks need to be done. You are expected to work within Health and Safety at Work regulation and COSHH. The post holder is required to be flexible to meet the needs of the school community and undertake other reasonable tasks as directed by your Line Manager

3. In addition to the above:

- You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement.
- You are required to undertake particular duties as the Headteacher may reasonably direct from time to time.

4. Equalities

- Be aware of and support school policies that promote equality within and beyond the school community.

5. Health and Safety

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

6. Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks.

7. Additional Information

- The jobholder is required to contribute to and support the overall aims and Catholic ethos of the school.
- The staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**** The duties and responsibilities listed above describe the post as it is at present.**

The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signature of Postholder

Date