



JOB DESCRIPTION

JOB TITLE:	Apprentice Theatre Technician
GRADE:	Grade A
WORKING WEEKS/ HOURS:	52 weeks; 37 hours per week
TIMES WORKED:	8.30am–4.30pm Monday–Thursday, 8.30am–4.00pm Friday (some flexibility may be required)
BASE:	Wildern School – Dart Recording Studio

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: Performing Arts Technical Manager

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.chool

JOB PURPOSE

The holder of this post will work under the day to day direction of the Performing Arts Technical Manager. Qualities of flexibility and a willingness to provide quick and efficient service are required.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Operate all lighting and sound equipment for extracurricular & curricular school and community performances.
- Assist and support as required in maintaining and developing equipment and software within the creative arts department.
- Attend school production rehearsals to enable lighting and sound setup/configuration.
- Assist with the construction of set for stage shows.
- Unpack, test and install new ICT/media/sound & lighting equipment.

- Support the development and training of students on site as a technical crew for productions.
 - Oversee the safety of lighting rig and ensure it is operated by yourself or a skilled technician only.
 - Assist in the production of the weekly Wildern radio broadcasts.
 - Advise and provide technical support for community groups/individuals using the D@rt centre and the Wave facilities.
 - Keep line manager apprised of potential problems and issues of concern.
 - Liaise with line manager to ensure school needs related to media/new technologies are developed – including in house and external training.
 - Ensure Health and Safety requirements are met.
 - Ensure the electrical safety of ICT/media equipment.
 - Carry out PAT testing for all lighting and sound equipment in the school and other electrical equipment as and when required.
 - Make suggestions as to future equipment requirements.
 - Film GCSE Coursework as required.
 - Provide basic technical support for the creative arts department.
 - Such other duties as may be reasonably allocated or directed within the purview of the post.
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NOTES

- The School and site is open between the hours of 6.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
 - Hours of work/designated lunch times may be subject to change for operational reasons.
 - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
 - Holidays can be taken during term time. Dates will be agreed in consultation with the Head of IT Support/Assistant Headteacher/ Headteacher.
 - All Technical staff can be involved in external visits/training or consulting for other schools or organisations. The Headteacher will determine the amount and activity involved off site. These activities will be covered by LEA insurance as identified below.
 - Any school, WslCT business or institution, as identified by the Headteacher, is covered by the LEA indemnity insurance. Stolen equipment being transported by staff cars etc is covered by insurance unless it is left visible inside the car or you have been negligent with it. All equipment must be signed out prior to leaving school premises, this is a requirement for the LEA insurance.
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FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This post holder's IPP would be line managed and undertaken by the Head of IT Support.

Date Prepared: 19th May 2022

Prepared By: Head of IT Support

Date Reviewed:

Reviewed By: