

WOODHOUSE GROVE SCHOOL

JOB DESCRIPTION

Job Title:	Performing Arts and Theatre Technician
Location:	Woodhouse Grove School
Responsible To:	Head of Music / Head of Drama (Lettings Manager during None Term Time)
Hours:	Term Time including INSET days plus 6 weeks. (41-week contract) 8.30am – 5.30pm (40 hours per week), the role will involve irregular hours at times, including Weekends, evenings, Bank and Local holidays, which can be taken as time off in lieu.
Salary:	£15.07ph including holiday pay. We are a real living wage employer and salary will increase with national guidelines.

POLICY

The following information is provided to ensure staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every endeavour has been made to outline the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the Job Description.

RANGE OF DUTIES

1. To provide support to student learning within the music and drama department as directed by the heads of department.
2. To provide support to the Performing Art Department and the wider school in day-to-day events. This will include assemblies, open days and parent evenings.
3. To provide audio visual support for curriculum lessons in particular to drama, music, media studies and English lessons.
4. To ensure that the theatre is ready for the events booked into it including lettings, whole school use and exams (including retracting seating, rigging/de-rigging as appropriate and supervising return of equipment to its rightful place).
5. To use existing knowledge to lead and direct the installation and operation of technical equipment linked to a wide range of internal events including assemblies, Open Days, Prize Day, Leavers' Music Festival and others.
6. To run Theatre Technical Clubs for students, training them to use the school's equipment.

7. To provide routine administrative support to the Performing Arts Faculty including the peripatetic Teachers.
8. To assist Performing Arts Contractors with productions and performances.
9. To ensure equipment and the theatre is set up for hirers/users as directed by the Lettings & Events Manager which includes work during school holidays.
10. To brief hirers/users on how to use the required Theatre equipment.
11. To support and assist with the safe, effective and efficient implementation, installation and removal of technical equipment (including lighting, sound, effects and scenery) into and out of the Performing Arts Faculty, Grove Theatre or other related school buildings.
12. Responsible for the general tidiness, upkeep and maintenance of the school's performing arts venues and Performing Art department, including all backstage equipment, plant, fixtures and fittings.
13. Responsible for maintaining an up-to-date Asset register and the PAT testing and registration of all Theatre equipment.
14. To carry out all responsibilities with due regard to current Health & Safety legislation and Codes of Practice and attend Termly Health & Safety committee meetings.
15. To maintain the faculty's technical equipment and environment in good working order. To maintain and update an equipment audit for all areas of the faculty to ensure all equipment is accounted for and a register of testing, servicing and replacement is kept.
16. To become and remain fully conversant with the faculty's emergency and evacuation procedures and the use and location of associated equipment including fire-fighting equipment and the fire alarm system.
17. To undertake training as required and to demonstrate to others the use of technical equipment.
18. To be in attendance for public performances/events as pre-arranged.
19. To use existing professional knowledge to advise on replacement and/or upgrades to technical equipment within the Performing Arts Faculty where these would be beneficial to the school.
20. Responsible for the setting up of equipment, footage capture and editing of media projects such as video submissions to exam boards, theatre productions and visiting speakers.
21. To undertake other duties as are reasonably required by the Headmaster.

ADDITIONAL INFORMATION

1. The position involves working at heights, a significant amount of manual handling and working with electrical safely.

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As this role involves substantial access to children, it is important that you provide legally accurate information. Upfront disclosure of a criminal record will not automatically prevent appointment; we will consider the nature of the offence, how long ago it occurred, the age at the time, and any other relevant factors.

If you are shortlisted, you will be asked to complete a self-disclosure form prior to interview. Any information disclosed will be discussed at interview and handled confidentially.

This post is exempt from the Rehabilitation of Offenders Act 1974.

Applicants must disclose all spent and unspent convictions, cautions, reprimands and warnings that are *not* 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended in 2013 and 2020). Certain spent convictions and cautions are legally 'protected' and must not be disclosed to employers.

Further guidance on what must be disclosed can be found in the Ministry of Justice guidance on the ROA, the DBS filtering rules, and through organisations such as Nacro and Unlock.

Equal Opportunities Employer

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Saima Hussain, Head of Human Resources.

Child Protection and Safeguarding Policy

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

As part of the shortlisting process, online searches on shortlisted candidates will be carried out as part of its due diligence.

