



## Job Description and Person Specification

<b>Position:</b>	Music Technician
<b>Responsible To:</b>	Head of Music
<b>Responsible For:</b>	N/A
<b>Grade:</b>	SC3
<b>Working Pattern:</b>	Term time only 2 hours per week
<b>Disclosure Level:</b>	Enhanced DBS

### Core purpose of the post:

To provide technical support to the Head of Music and ensuring that appropriate equipment and resources are available to support teaching and learning.

### Duties and responsibilities attached to this post are as follows:

#### Maintenance of Facilities and Resources

1. Maintain ukuleles; replacing strings and repairing bodywork where necessary.
2. Maintain electric/acoustic guitars and basses; replacing strings, repairing bodywork and repairing connections where necessary.
3. Maintain drum kits; replacing drumheads and tuning where necessary.
4. Order the equipment necessary to complete the above tasks.
5. Regularly audit the cables and other hardware in the practice rooms, repairing where possible and ordering replacements where necessary.
6. Assist the music staff in keeping the music department practice rooms in a tidy and useable state

Optional additional responsibilities (hours can be claimed for)

7. Assist music staff to set up for major concert and be available to support with the music tech in the evening of these concerts.

#### Safety and Security

1. Operating within departmental, school and statutory guidelines.
2. Maintaining standards of safety and security.



3. The post holder will at all times carry out their duties and responsibilities in accordance with, and due regard to, the Health and Safety at Work Act.

**General**

1. To actively support the vision, ethos and policies of the School.
2. To promote and safeguard the welfare of children you come into contact with.
3. To carry out other duties as are required and as are commensurate with the grade of the post.
4. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

**Special Notes and Conditions**

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.*

**Person Specification**

**Essential / Desirable (D)**

**Qualifications**

- There are no specific qualification necessary for this role

**Skills and experience**

- Experience of working in a school or similar establishment.
- Knowledge of how best to set up practice environments, in accordance with the department risk assessment, to make the most of a musical rehearsal.
- Ability to build and form good relationships with students and colleagues.
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
- Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.
- Ability to operate a range of specialist music resources:



- Knowledge of how to repair musical equipment including but not limited to a split neck on a ukulele/guitar, how to rewire an electric guitar, repair damaged audio cables.

**Personal qualities**

- Initiative and ability to prioritise one's own work and make informed decisions.
- Able to follow direction and work in collaboration with line manager.
- Able to work flexibly to meet deadlines and respond to unplanned situations.
- Efficient and meticulous in organisation.
- Commitment to the highest standards of child protection and safeguarding.
- Recognition of the importance of personal responsibility for health and safety.
- Commitment to the school's ethos, aims and its whole community