



WAKEFIELD GRAMMAR SCHOOL FOUNDATION

JOB DESCRIPTION

Post Title:	Audio Visual/Sound & Lighting Technician
School:	Wakefield Girls' High School Junior and Senior Schools
Department:	ICT
Responsible to:	Director of E-Learning – Wakefield Girls' High School Senior School
Responsible for:	Nil
Job Purpose:	The role of the Audio Visual Technician is to provide audio-visual support across the Girls' Junior and Senior Schools and to give specific support to Music, Languages and Drama departments. To provide general ICT support at the Senior School.
Grade:	WGSF Grade F

Main Duties and Responsibilities:

General

- Manage and maintain sound and lighting equipment on both sites providing AV and sound and lighting support for a range of events including assemblies, events, concerts, productions, visiting speakers, staff meetings, etc. This will include planning events, liaising with staff and setting up equipment such as projectors, screen and sound equipment.
- Provide advice and support to staff and students.
- Provide advice on current media copying regulations and legal requirements.
- Provide a copying service for all staff for DVDs, VHS and other media applications as required.
- To film school activities as necessary
- To edit recordings and produce presentations.
- Manage the booking and returning system for all AV equipment and assist users with appropriate use thereof.
- Liaise with line manager/technical support with regard to installation of lighting equipment, projectors and other AV equipment.
- To update the audio visual displays around the schools.
- Portable Appliance Testing of AV and sound and lighting equipment on an annual basis, keeping accurate records.

- Diagnose any faults as they occur, repairing minor defects and obtaining substitute equipment as needed.
- Manage and instruct a group of pupils at the Friday lunch club (Senior School)
- Maintain an inventory of equipment.
- Be on hand for Senior School assemblies on Monday, Wednesday and Friday.

Drama/Modern Languages/Music Support

- Provide a support service to Music and Drama at various times during the year and particularly with regard to examinations and assessment.
- Support school productions and rehearsals with the provision of sound and lighting.
- Support Music technology and the recording studio for the Music Department.
- Provide a service to Modern Languages by maintaining equipment in the Language Laboratory.

ICT Support (Senior School)

- Work flexibly within the ICT team by providing general assistance and support as directed and required.
- Maintain network peripherals and action minor repairs as directed by the ICT support team.

General

- Establish good relationships with pupils, acting as role model and being aware of and responding appropriately to individual needs.
- To refer any queries or concerns to the line manager or relevant teacher as necessary.
- Attend relevant staff meetings or other meetings as required.
- Be aware of and comply with policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos of the Girls' Junior and Senior Schools and of Wakefield Grammar School Foundation
- Work after school, evenings and weekends as necessary to support productions and / or events.
- Any other duties that may be reasonably required within the scope and grade of the role.

WAKEFIELD GRAMMAR SCHOOL FOUNDATION
PERSON SPECIFICATION FOR
AUDIO VISUAL/SOUND & LIGHTING TECHNICIAN

The following are the essential criteria to undertake the job competently:

- Excellent technical skills and familiarity with the main types of equipment used e.g. lighting equipment, PA/sound systems, cabling, slide, overhead and multi-media
- Displays excellent communication and interpersonal skills to be able to deal effectively with staff and student
- Ability to work calmly under pressure and work to tight deadlines, as well as prioritising competing demands
- The ability to resolve technical problems and come up with solutions
- Ability to work as part of a small team and on their own initiative
- Practical and creative skills
- Knowledge of ICT
- An awareness of health and safety issues
- Able to work additional hours over and above contractual working hours (evening and on occasions weekends) to support school events as directed.
- Previous experience of working with pupils in an educational environment (desirable)

March 2010

WAKEFIELD GRAMMAR SCHOOL FOUNDATION
ADDITIONAL INFORMATION FOR CANDIDATES
AUDIO VISUAL/SOUND & LIGHTING TECHNICIAN

- Wakefield Grammar School Foundation operates its own pay structure. The FTE salary for this post is £16,258 per annum; actual salary is £13,319 pa.
- The post is a one year fixed term contract and will be subject to review before the contract expires.
- Hours of work are 37.5 hours per week, Monday to Friday 8.00 am to 4.30 pm term time only including INSET days. In addition, there will be a requirement to work additional hours (after school, evenings and on occasions weekends) to support school events as directed.
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service) and in addition 10 statutory days. A further 3 concessionary days are given at Christmas. Annual holiday entitlement is pro-rata for part-time employees.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Free car parking.
- Intended starting date is April 2010 or soon after.
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, the completion of an enhanced CRB disclosure and receipt of a satisfactory CRB (Criminal Reference Bureau) check, evidence of eligibility to work in the UK and a satisfactory health questionnaire.
- Website: **www.wgsf.org.uk**