



**BOURNEMOUTH SCHOOL  
FOR GIRLS**

**INFORMATION PACK FOR THE POST OF:**

**PERFORMING ARTS TECHNICIAN**

15 hours per week  
Term time, plus 5 days

We are looking for an exceptional part-time technician to join our Performing Arts Department. This is a key appointment for us as this role supports our whole school productions, concerts and the valued technical work within our thriving Performing Arts subject areas. This role has only become available as our current post holder leaves to develop his career beyond education. The school will miss his input and support. It may appear initially as a hard act to follow but the benefit is taking on a well organised and active role.

The school has a dedicated Performing Arts Centre with modern music and drama facilities including 2 modern drama studios with lighting rigs, set store, costume storage etc. Music facilities include 2 well-equipped music classrooms, a recording studio, practice rooms, instrument storage and an IT classroom running various music software including Sibelius and Cubase. Both departments have active extra curricular programmes including clubs, trips and ensembles. Many students also take up the opportunity of instrument tuition.

The successful candidate will need a level of ability and interest in theatre lighting, AV equipment, H & S and compliance as well as administrative and organisational skills to look after the backup office functions of this thriving department, though it is our intention to build in a handover period if possible.

Duty hours are currently 12.30 to 3.30 Monday to Friday but with flexible duty periods around exam practicals, concerts and productions, which may include some evening and weekend work.

This information pack contains all the details on the post, terms and conditions, and school but please do not hesitate to ring in the first instance if you require further details on this post.

Applications need to be submitted on the Application form for Support Staff which can be found on our website [www.bsg.bournemouth.sch.uk](http://www.bsg.bournemouth.sch.uk) Applications may be submitted by post or by email to [lmckenzie@bsg.bournemouth.sch.uk](mailto:lmckenzie@bsg.bournemouth.sch.uk)

<b>Closing date</b>	Thursday 23 May 2019
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**Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ**

**The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.**

## JOB DESCRIPTION

**Job title:** Technician – Level 1

**Job Ref:** XS 4.5

### Main job purpose

This post is intended for a Technician with higher level of qualifications/experience/expertise undertaking more advanced work.

To provide specialist technical support to teaching staff within the designated work area and to ensure the safe and proper use and maintenance of resources and equipment. The specialist technical knowledge and skills will support a variety of teaching activities, including more advanced work with post-16 examination courses.

### Main responsibilities and duties

- 1 To provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment.
- 2 Under the general direction of the Head(s) of Department to take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities.
- 3 To prepare and maintain classrooms, laboratories and workshops, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
- 4 To contribute to teaching sessions as appropriate, by demonstrating / supervising / advising on the proper and safe use of materials for practical activities, including teacher directed support for individual pupils or assisting with practical project work (e.g. as part of post-16 studies).
- 5 To maintain and undertake reasonable repairs to equipment and where practical to do so or arrange alternative servicing by approved contractors.
- 6 To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- 7 To maintain appropriate records for the control and allocation of relevant equipment and resources.
- 8 To undertake ordering and stock allocation activities and maintain appropriate records.
- 9 To support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
- 10 To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.

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- 11 To play a proactive role in developing the skills and expertise of technical staff and in promoting 'best practice' in all aspects of the work requirements.
- 12 To carry out administrative/clerical tasks as required – e.g. data entry, collation of coursework marks etc.

### **Knowledge & skills**

An advanced, vocational or academic qualification in the relevant subject area (e.g. BTEC Higher, HNC/D, Advanced City and Guilds Certificate) with applied practical experience.

**OR**

Substantial experience in a relevant work area together with a vocational/academic qualification at NVQ level 3 or equivalent or other relevant evidence of training/development in the particular subject area.

### **Supervision and management**

General supervision will be provided by the Head of Department. There will be a need for day-to-day liaison with relevant teaching staff. Most activities will be undertaken without direct supervision.

### **Problem solving and creativity**

Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment.

### **Key contacts and relationships**

Daily interaction with teaching staff, pupils and other support staff. Also contact with external suppliers and contractors, as required.

### **Decision making**

Deciding when to intervene in pupil activities for instruction or safety purposes. Supervisory decisions regarding technicians' duties and training/support needs. (Where appropriate) Undertaking research to support teacher and/or pupil projects and activities.

### **Resources**

I.T. skills for presentation, analysis and recording purposes.

Competent use and application of specialist equipment for the relevant subject area/department.

The range of equipment used and number of workshops/laboratories etc will depend upon the particular school.

Protective clothing will be provided and must be worn at all times.

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<b>Working Environment</b>
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Duties will normally be undertaken within classrooms, laboratories or workshops in the school. There may be some use of chemicals or toxic materials and/or some use of power tools or other potentially harmful equipment in certain posts.

Lifting and movement of resources and equipment will often be required, using trolleys where appropriate.

<b>Reports to:</b>	Head of Department
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### Terms and Conditions

Pay Scale	Grade 5, SCP 4-6
Pay	FTE £18,426-£19,171 equating to actual salary of £6,396 to £6,657 for 15 hours pw, 44.65 paid wks pa. The hourly rate is £9.55 - £9.94 at age 21 and over.
Weeks per annum	Paid weeks are 44.65 wks pa. This includes working weeks of 38 weeks, term time plus 1 week for staff training days or events during the year.
Hours per week	Basic of 15 hours per week.  Monday to Friday, hours by agreement. Some flexibility will be required depending on the Performing Arts schedule.
Holiday entitlement	Initially 4.28 weeks, rising to 4.86 weeks after 5 years service, plus Bank Holidays. All holidays are required to be taken within the school holiday breaks.

<b>Condition of Post</b>	<p>The appointment is subject to satisfactory references, police and medical clearance.</p> <p>The appointment is subject to the satisfactory completion of a six-month probationary period.</p>
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### Recruitment Programme

Interviews	w/b 3 June 2019
Appointment	by agreement.

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