

DOVER GRAMMAR SCHOOL FOR BOYS

Music Technician – Job Description and Personal Specification

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Post	Music Technician
Contract Type	<ul style="list-style-type: none"> Fixed-term for 12 months (01.09.2023 - 31.08.2024) Pay Scale: KR4 £19,971 FTE, £17,253 actual pro-rata Hours: 37hrs per week, 39 weeks per year (Term time plus 5 days INSET) Actual hours may need to be adapted at times to ensure assistance at key school events.
Line Management	<ul style="list-style-type: none"> Subject Leader for Music
Specific Duties	<ul style="list-style-type: none"> Responsible for/oversee the maintenance of all music room equipment, including instruments and upkeep of electric/electronic instruments in the music department including HiFis, electric pianos, keyboards, electric guitars, amps, headphones, cables, microphones, speakers, etc (and organising equipment repairs when needed) Consulting with the Subject Leader for Music about new purchases, upgrading equipment and software updates etc;- Ensuring all music technology and audio equipment is in excellent working order, and organising repairs and/or ordering new/replacement audio/AV equipment when necessary Liaise with IT Technicians to ensure all music technology software across the department is up to date and in excellent working order Attending and overseeing technical requirements for all musical events, such as concerts, including setting up of PA systems Recording, and storing of all GCSE/A Level coursework Setting up of all Music Exams Assisting teachers during music lessons (including using classroom facilities, and solving related issues) when needed Checking and updating the Music Asset registers as and when required Liaising with Administrators, Teachers and Visiting Music Teachers around needs and requirements Any other requests as appropriate from the Subject Leader of Music
Administrative Duties	<ul style="list-style-type: none"> As requested by the Subject Leader for Music, meet regularly to identify priorities, and set timescales for the completion of tasks Take account of and implement all Health and Safety requirements relevant to your areas of responsibility To address the appraisal targets set by the Line Manager To attend training sessions as agreed with your Line Manager
Additional Duties	<ul style="list-style-type: none"> To show a record of excellent attendance and punctuality To adhere to the School's policies Maintain a flexible approach to your responsibilities, undertaking additional responsibilities at the request of the Subject Leader for Music, or at your own initiative, when the need arises Contribute to the development of a team culture in which all those involved in the school are committed to the aims and involved in meeting the agreed objectives and targets

PERSON SPECIFICATION

	Essential	Desirable
--	------------------	------------------

Education and Qualifications		
A higher education qualification		√
Good level of education to at least GCSE standard or equivalent	√	
Experience		
Working with children in a musical setting		√
Ability to use Microsoft Office, including Word and Excel	√	
Knowledge and Understanding		
Child Protection Policies and Procedures		√
The roles played by various adults in a child's education		√
Skills and Attributes		
Ability to supervise students	√	
Work with guidance but under limited supervision	√	
Liaise and communicate effectively with others on the telephone, in writing and face-to-face	√	
Demonstrate good organisational skills	√	
Personal Qualities		
Proactive approach and be able to work well under pressure	√	
Excellent interpersonal and communication skills	√	
Ability to work well independently and as part of a team	√	
Punctual and reliable	√	
High level of honesty and integrity	√	
Further Requirements		
Willingness to work flexible hours on occasions	√	
Willingness to maintain confidentiality on all school matters	√	
Willingness to undertake training courses that are relevant to the duties of the post	√	
Willingness to be involved in internal and external meetings	√	
Be supportive of all safeguarding policies and procedures and to be aware of different types of abuse	√	