

Fulston Manor Academies Trust

**post: AV Technician**

**Reports to: Assistant Headteacher - IT**

**Responsible to: Assistant Headteacher – IT**

**Hours: 15 hours Term Time Only**

**(flexible hours which will include evenings)**

As a school our motto is ‘Everybody Matters, Everybody Succeeds, Everybody Helps’ we hope you will join us in ensuring all students achieve their potential.

This is a busy position within the school requiring someone with a calm and professional disposition. You will need to be flexible, reliable and have a professional approach towards your work. The ability to work as part of a team is essential, however you will also need to be able to work independently and organise your time.

To assist the Assistant Headteacher - IT and Head of Performing Arts in the day to day management of the Trust’s audio-visual network and associated systems. To be the primary contact for audio-visual requirements within the school and to assist with the up keep of audio-visual equipment.

**Key Responsibilities**

* Sound, lighting design and arrangement for the recording of all for School productions and Events.
* Technical support for performing Arts public examinations, GCSE & A-level, including video recording & transferring of performances for GCSE/A-level practical examinations.
* Collaborative working at KS4/5 to develop technical concepts for devised performances.
* Organisation of resources and the preparation, in advance, of materials and equipment required to support performances and school events, to include sourcing of all microphones, lights and equipment for large scale productions. Sound checks on microphones and any video/PowerPoint content for assemblies.
* Setting up and running tech club for students to learn how to use AV equipment
* Assist with set up, sound production, music, and technical support and sound operation (to include microphones and speakers) for indoor / outdoor events.
* Videoing School concerts and recording musical items.
* Attend ad hoc, pre-agreed events such as occasional weekends, providing sound and light.
* Operation of the Recording Studio equipment.
* Organisation of the routine maintenance of equipment and machinery required.
* Keeping an inventory of equipment and materials and ordering as required. A commitment to the on-going and emerging needs of the school to ensuring a safe environment is always maintained.
* Keeping abreast of developments relevant to AV equipment and undertaking appropriate development and training as required.
* To demonstrate willingness to work flexibly, occasionally outside of normal hours with prior arrangement with the Assistant Headteacher - IT.
* Any other tasks to be determined by the Line Manager and agreed by the AV Technician

******All staff**

Headteacher A G Brookes MA(Cantab)

A Specialist Business & Enterprise School

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Business &

Enterprise

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* Fully engage in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the DSL)
* Model Fulston Manor values to parents and students
* Foster the school’s inclusive ethos
* Take responsibility for their own learning and development
* Develop social cohesion and positive links with the whole of our local community
* Agree annual performance targets, with a view to own continuous improvement

**Person Specification**

* Strong proven experience in stage and production management.
* Excellent working knowledge of IT including projector set up, lighting systems, control apparatus, equipment, and its maintenance.
* Current knowledge of digital audio and audio-visual equipment and its maintenance.
* An enthusiasm for working and advising young people in technical AV equipment and production.
* Excellent interpersonal skills, able to communicate clearly and consistently with all AV equipment and event space users.
* Highly organised with ability to meet deadlines and managing conflicting priorities.
* Ability to work from heights and in confirmed spaces.

Fulston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff will be expected to promote fundamental British values.