

|  |
| --- |
| **JOB DESCRIPTION** |
| **Job Title:** Music & Performing Arts Technician**Pay:** Grade 8**Reports to:** Head of Faculty**Based at:** Peterborough |
| **Job Purpose**  |
| To provide technical assistance to the curriculum section in regard to equipment, stock, and other duties that are relevant to specific areas. |
| **Main Duties and Responsibilities** |
| Your main duties and responsibilities will include, but will not be limited to the following areas:Due to the variety of tasks that could be undertaken, the job may involve all or some of these responsibilities to a lesser or greater degree of workload* To Monitor, order and replenish resources required for the curriculum area
* Using the Finance IT system for ordering and monitoring spending
* Set up, repair and monitor location of all equipment and resources
* Prepare resources for teachers for practical lessons
* To provide general support such as photocopying of papers and handouts for teachers in the programme area.
* Ensure students are complying with health and safety and notify teacher where concerns arise
* Comply with quality assurance standards
* Carry out other duties in accordance with achievement of qualifications below defined and agreed in conjunction with line manager
* Undertake training and upskilling programmes as defined and agreed by line managers
 |
| **Other** |
| * Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures
* Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group
* Promote and consistently exemplify behaviours in line with IEG Core Values
* Co-operate with, promote and maintain a safe and healthy working environment and responsibility for own health and safety
* The post holder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility
* Any other duties that are reasonable and commensurate with the level of the post as required and following consultation with the postholder
 |

**PERSON SPECIFICATION**

**ROLE:**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential or****Desirable** | **Assessment Method** |
| **A** | **I** | **T** | **R** |
| Qualifications | E | D |  |
| * Good general level of education, including level 2 in English and Maths
 | E |  | ✔ |  |  |  |
| * Level 2 qualification related to the curriculum area
 |  | D | ✔ |  |  |  |
| * Level 2 IT qualification
 |  | D | ✔ |  |  |  |
| **Experience** |
| * Experience of working within customer services role
 | E |  | ✔ | ✔ |  |  |
| * Experience of setting up and working with specialist equipment, materials and processes relevant to the programme area (including lighting & sound equipment)
 | E |  | ✔ | ✔ |  |  |
| * Experience of working within the relevant industry area
 |  | D | ✔ | ✔ |  |  |
| * Experience of working within an education environment
 |  | D | ✔ | ✔ |  |  |
| **Knowledge** |
| * Health and safety principles and practicalities in the workplace
 | E |  |  | ✔ |  |  |
| Key Skills |
| * Communicate positively with learners
 | E |  |  | ✔ |  |  |
| * Effective personal organisation skills
 | E |  |  | ✔ |  |  |
| * Ability to work collaboratively and supportively
 | E |  |  | ✔ |  |  |
| * Ability to work under own initiative when required
 | E |  |  | ✔ |  |  |
| **Other** |
| * Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
 | E |  |  | ✔ |  |  |
| * Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG
 | E |  |  | ✔ |  |  |
| * Evidence of a personal commitment to continuous professional development and training
 | E |  |  |  |  |  |
| * Commitment to the IEG’s Core Values
 | E |  |  | ✔ |  |  |
| * Awareness of Health & Safety, wellbeing and environmental issues
 |  |  |  |  |  |  |
| * Flexible approach to working practices
 | E |  |  | ✔ |  |  |
| * Professional appearance and behaviour
 | E |  |  | ✔ |  |  |
| * Good previous attendance record
 | E |  |  | ✔ |  | ✔ |
| * Satisfactory enhanced DBS check + barred list for regulated roles
 | E | Pre-employment check |

Assessment Criteria: A = Application, I = Interview, T = Test, R = References