

MAIN PURPOSE OF JOB:

Support and deliver AV applications across the Foundation and to support the Drama and Music departments in the technical running of the departments, concerts, productions and running of the school theatre.

MAIN DUTIES:

- To maintain and check all AV equipment and make recommendations on replacements/upgrades.
- To maintain and operate lighting and sound systems within the theatre for productions and curriculum use.
- To prepare for and support Music and Drama concerts and performances organised by the Foundation.
- To support the delivery of GCSE and A Level Drama with reference to exam candidates preparing for assessment in lighting, sound or costume.
- To record, edit and archive Music and Drama coursework submissions.
- To manage the prop and wardrobe stores, providing support and access for all curriculum and performance uses.
- To support the development of live streaming across the Foundation and ensure appropriate provision is made for events requiring streaming.
- To support assemblies, lectures and other events (including for PSHEE, Open Morning, Open Evening, and other marketing events) by undertaking responsibility for all AV setups (including projection, video recording and/or sound when required).
- Working at height with ladders and moving, handling, carrying various AV equipment and loads.
- Working with external contractors and suppliers where necessary.
- To carry out an annual health and safety assessment, and to produce risk assessments accordingly.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Five GCSE's grades A-C or equivalent, including English and Mathematics.	E	Application Form/Interview
2 A Levels or Equivalent.	E	Application Form/Interview
HND or Degree.	D	Application Form/Interview
Specialist qualification/s or suitable experience in using relevant technical equipment.	E	Application Form/Interview
KNOWLEDGE/EXPERIENCE/SKILLS	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of various AV setups, including sound, projection and live streaming.	E	Application Form/Interview
Working knowledge of lighting and sound desks, ideally with some knowledge of Chamsys Q20 and Behringer X32 consoles.	E	Application Form/Interview
Technical theatre knowledge and experience with rigging, focussing and cabling.	E	Application Form/Interview
Previous experience of working with children or young people and students.	D	Application Form/Interview/Reference
Stage management experience.	D	Application Form/Interview/Reference
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
Ability to work on own initiative, plan, organise and determine priorities to meet tight deadlines.	E	Interview/Reference

Excellent organisational skills with good attention to detail.	E	Application Form/Interview
Proactive and professional manner.	E	Application Form/Interview
Ability to establish good relationships with people.	E	Application Form/Interview
Excellent communication skills, both oral and written.	E	Application Form/Interview
Ability to work effectively within a team and collaborate towards common objectives.	E	Application Form/Interview/Reference
A desire to learn and develop personally.	E	Application Form/Interview/Reference
Willingness to work flexibly.	E	Application Form/Interview/Reference
Calm under pressure.	E	Application Form/Interview/Reference
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E	Interview/Reference

SALARY
The salary will be between point 8 and point 10 (£24,842 and £25,385) on the Bolton School Support Staff Salary Scale, dependent on skills and experience.
HOURS OF WORK
<p>An average of 35 hours per week, between Monday and Sunday, according to the needs of the business. The hours of attendance will vary according to the needs of the business and will involve evening and possibly weekend work.</p> <p>The post holder will be required to work flexibly and occasionally outside normal business hours as required by projects or serious faults, or events which require AV set up. The post holder will also be required to work School Open Day, which normally takes place on a Saturday in October.</p> <p>Any additional hours worked will be given as time off in lieu at a suitable point during the school holiday periods. These will be agreed in advance by the ICT Services Manager and Foundation Director of Music.</p>
HOLIDAY
20 days' annual holiday, additional days' holiday between Christmas and New Year plus eight public holidays.
LINE MANAGEMENT
ICT Services Manager / Foundation Director of Music.
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none"> • Lunches will be provided free of charge on campus. • Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route). • Life Assurance cover up until the age of 65. • Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available. • Training and development opportunities will be offered. • Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.

- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.