



## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>Drama and Music Technician</b>
<b>SCHOOL:</b>	Manshead Church of England Academy (MCEA) part of the Dioceses of St. Albans Multi Academy Trust (DSAMAT)
<b>RESPONSIBLE TO:</b>	Head of Drama
<b>RESPONSIBLE FOR:</b>	Supporting head of drama/and or head of music in the technical, practical and administration
<b>CONTRACT TYPE:</b>	Permanent – Part time (3 days a week)
<b>GRADE:</b>	Scale 4 - 6

### **About the role:**

To provide high-quality technical, practical, and administrative support to the Drama, and Music departments. The role is essential in ensuring lessons, rehearsals and performances run smoothly, safely, and effectively.

<b>Job Description</b>	
<b>Job Title</b>	Drama and Music Technician
<b>Salary</b>	Scale 4 - 6
<b>Responsible to</b>	Head of Drama
<b>Staff Managed</b>	
<b>Contract</b>	Permanent – Part time (3 days a week)
<b>Drama Support</b>	<p>Prepare, set up, and clear away equipment, props, costumes, and staging for lessons, rehearsals, and productions.</p> <p>Assist with lighting, sound, and technical elements during performances and events.</p> <p>Maintain and organise drama resources, including props, costumes, and set materials.</p> <p>Support students and staff during practical sessions and performances where required.</p>
<b>Music Support</b>	<p>Set up and maintain musical instruments and equipment for lessons, rehearsals, and concerts.</p> <p>Assist with sound systems, recording equipment, and audio technology.</p> <p>Carry out routine maintenance of instruments and ensure they are stored safely.</p> <p>Support extra-curricular activities such as rehearsals, concerts, and performances.</p>
<b>Health and Safety</b>	<p>Ensure all equipment and activities comply with health and safety regulations.</p> <p>Carry out regular safety checks and risk assessments of equipment and spaces.</p> <p>Support staff in maintaining safe working environments for students.</p>
<b>Resource Management</b>	<p>Monitor stock levels and contribute to ordering supplies and equipment.</p> <p>Keep accurate records of resources and equipment usage.</p>

	Maintain storage areas in an organised and accessible manner.
<b>General Support</b>	<p>Provide administrative and practical support to teaching staff across departments.</p> <p>Assist with displays, events, and wider school activities.</p> <p>Support extracurricular clubs, performances, and fixtures as required.</p>

### Person Specification and Role Outcomes

Category	Criteria
<b>Essential</b>	<b>Experience working in a practical support or technician role (education or similar environment desirable)</b>

	<b>Good organisational skills and ability to manage multiple tasks</b>
	<b>Basic understanding of drama and music equipment and environments</b>
	<b>Strong communication and teamwork skills</b>
	<b>Awareness of health and safety practices</b>
	<b>Ability to work flexibly and independently</b>
<b>Desirable</b>	<b>Experience supporting school productions or live events</b>
	<b>Knowledge of sound and lighting systems</b>
	<b>First aid qualification</b>
	<b>Interest or background in drama, music</b>
<b>Key Skills and Competencies</b>	<b>Practical and hands-on approach</b>
	<b>Reliability and attention to detail</b>
	<b>Problem-solving skills</b>
	<b>Ability to prioritise workload</b>
	<b>Positive, proactive attitude</b>
<b>Key Outcomes</b>	<b>Well-prepared and resourced lessons across Drama and Music</b>
	<b>Smooth delivery of performances and rehearsals</b>
	<b>Safe and well-maintained equipment and learning environments</b>
	<b>Effective support for staff and students in practical settings</b>

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions)

**(Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

**Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from [Direct.gov.uk](http://Direct.gov.uk)**

***'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service .***

***'CVs will not be accepted for any posts based in schools.'***