

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>50S</b>	<b>Role Title</b>	<b>Performing Arts Technician</b>
<b>Grade</b>	<b>PS5</b>	<b>Reports to (role title)</b>	<b>Head of Music</b>
<b>JE Band</b>	<b>161 - 191</b>	<b>School</b>	<b>Esher C of E High School</b>
		<b>Date Role Profile created</b>	<b>May 2025</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>To provide effective and professional technical support to the Music, Drama and Dance curriculum areas. To be a pro-active contributor within the Performing Arts team.</p> <p>Key deliverables include:</p> <ul style="list-style-type: none"> <li>• Assist staff in delivering digital learning and fully utilising the resources available and provide technical support for Performing Arts concerts and productions, timetabled lessons and out of school clubs as required.</li> <li>• Provide specialist support to all MAC IT equipment, liaising with the IT department to ensure that there is the necessary commonality between MAC and Windows IT within the school.</li> <li>• Liaise with Head of Music and Drama on specific projects/events ensuring all technical requirements are fulfilled.</li> <li>• Preparation of classrooms before and after lessons and oversee the use of practice rooms during school lunchtimes.</li> <li>• Organise the repair and maintenance of all technical equipment within the Performing Arts complex, including the management and operation of recording equipment, lighting and sound system, sound production and audio hardware and video editing facilities</li> <li>• Undertake stock taking duties and order departmental stock through consultation with Head of Music.</li> <li>• To support intervention programmes by working with individuals or groups of underperforming students.</li> <li>• To provide specialist support with Performing Arts productions and events.</li> </ul>
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<b>Enlighten Learning Trust Work Context and Generic Responsibilities</b>	<p>This role is based at Esher High School part of Enlighten Learning Trust.</p> <p>Enlighten Learning Trust expects all its staff to:</p> <ul style="list-style-type: none"> <li>• Maintain confidentiality in and outside of the workplace</li> <li>• Be pro-active in matters relating to health and safety and report accidents as required</li> <li>• Support the aims and ethos of the Trust setting a good example in terms of dress, behaviour, punctuality and attendance</li> <li>• To carry out all such other duties as the SLT or your line manager may reasonably direct; this may include the invigilation of exams.</li> </ul>
<b>Line management responsibility</b> if applicable	<p>N/A</p>
<b>Budget responsibility</b> if applicable	<p>N/A</p>
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Contribute to operational functions by providing practical support and effective organisation of activities.</li> <li>• Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.</li> </ul> <p><b>Policy and Compliance</b></p> <ul style="list-style-type: none"> <li>• Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements.</li> </ul> <p><b>People &amp; partnerships</b></p> <ul style="list-style-type: none"> <li>• Receive and respond to everyday enquiries from customers to provide a timely, courteous and effective service.</li> <li>• Develop strong relationships with partners and stakeholders to deliver a timely and efficient service.</li> <li>• May supervise and delegate work of the team, escalating performance issues appropriately</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Assist in the delivery of relevant assessments/investigations.</li> <li>• Ensure information and records are processed and stored to agreed procedures.</li> <li>• Ability to store data and carry out basic analysis.</li> </ul> <p><b>Duties for all</b></p> <ul style="list-style-type: none"> <li>• Values: To uphold the values and behaviours of the organisation.</li> <li>• Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</li> </ul>

	<ul style="list-style-type: none"> <li>• Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</li> <li>• To have regard to and comply with safeguarding policy and procedure as appropriate.</li> </ul>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Minimum 3 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level.</li> <li>• May be required to hold a certificate of competency in a defined area (E.g. First Aid at work) relevant to the role.</li> <li>• May be required to hold practical knowledge or experience relevant to the role.</li> <li>• Ability to work with others to provide excellent customer service.</li> <li>• Good written and oral communication skills with the ability to build sound relationships with staff and customers.</li> <li>• Competent in a range of IT tools.</li> <li>• Able to prioritise and plan own workload in the context of conflicting priorities.</li> <li>• Ability to guide and support less experienced or more junior colleagues.</li> <li>• Experience of working in an operational environment providing support to staff and/or the public.</li> <li>• Some roles may require work out of office hours in outdoor environments.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Enlighten Learning Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <ul style="list-style-type: none"> <li>• Experience of working in Performing Arts environment.</li> <li>• Ability to work independently as well as a part of a team.</li> <li>• Willing to learn new skills and attend training as required.</li> </ul>
<b>Role Summary</b>	<p>Roles in this level typically provide a practical support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of the service area and will be fully versed in the procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales. Some roles at this level may be more restricted in terms of variety or organisation of tasks than others. Some roles may oversee an operational activity.</p>