



### Expressive Arts & AV Technician

#### Applicant Pack

Please note: There are no set interview dates for this position; shortlisting/interviews will occur as applications are received



## Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

**Job Title:**  
**School Base:**  
**Closing Date:**  
**Interview Date:**  
**Vacancy Start Date:**  
**Contract Type:**  
**Salary:**

Expressive Arts &  
AV Technician  
Bideford College  
Rolling  
tbc  
asap  
Permanent  
£12.64 - £13.97 ph



## Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



# What makes Athena different

## Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

**Impact:** positive outcomes for our students

**Leaders:** we see everyone as a school leader

**Wellbeing:** ensuring your time off is for you

**Generous pension:** the local government pension scheme

**Employee Wellbeing Initiatives:** support your physical, mental, and emotional health

**Benefits:** Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

*Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.*

### People

passionate about making a difference in the lives of each other and our students



### Development

investing in our employee's growth and development



### No burn out

cut low-impact workload and champion staff wellbeing

### Support

valuing our employee time and impact by investing it well and providing wrap around support

### Flexibility

flexible working to promote work-life balance where possible

## **Role Summary**

To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school/college. To assist the leadership team in securing an environment in which pupils can safely pursue theory/practical work. To maintain, support and operate the media/AV equipment across the site



## What you will be doing

### Build Knowledge

- To advise members of staff and pupils on particular hazards and requirements/best practice in the use of equipment / materials / experiments in line with COSHH/ safety / CLEAPPS guidance.
- To remain aware of current safety guidelines and legislation.
- To contribute to the training and development of trainee technicians working within the department. To supervise students assigned to the faculty as part of their work experience programme, under the direction of the head of faculty.
- To prepare specialised tools / equipment / materials within the department (as qualified).
- To be responsible for your own continuing self-development, undertaking training as appropriate

### Build Trust

- To support teachers and students during practical work, to include setting up and providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
- To tidy up and clean materials and equipment, including breakages to ensure a safe and hygienic working environment at all times.
- To check and test equipment routinely to ensure its good safe working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

## What you will be doing

### Prioritisation

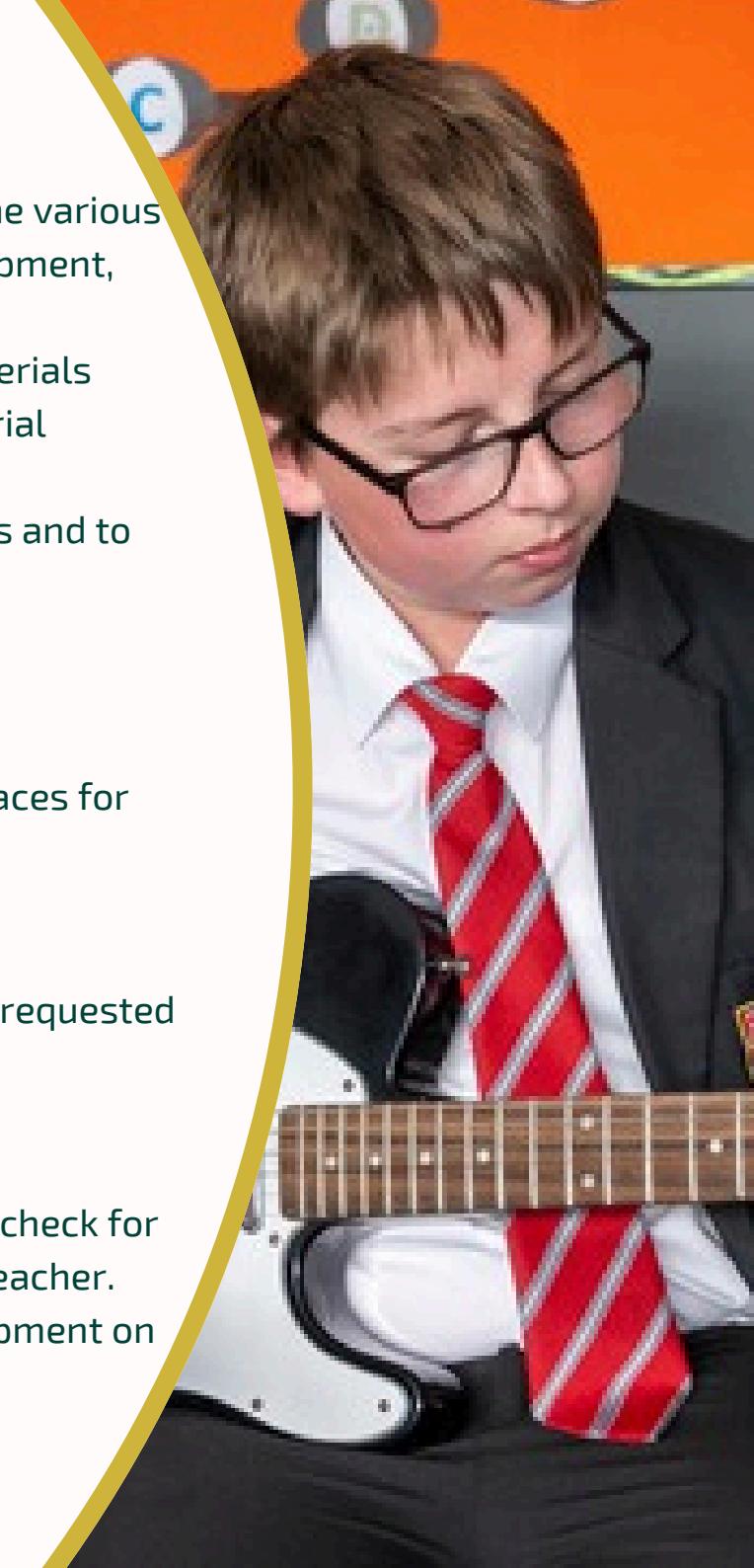
- Lead the maintenance, servicing and purchasing of the AV equipment across the various media spaces. This includes equipment such as lighting desks and lighting equipment, sound desk and PAs.
- To operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department.
- To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
- To undertake other duties appropriate to the grading of the post as required.

### Clarity and Energy

- Operating the above-mentioned media equipment across the various media spaces for school events and lettings.
- Be available for evening and weekend work.
- To assist with exhibitions, demonstrations and displays as requested.
- To oversee the work of small groups of students engaged in practical tasks, as requested by the head of department under the supervision of the classroom teacher.

### Follow up

- To issue and collect materials and equipment. To log the use of equipment and check for missing and damaged equipment against inventories and inform the relevant teacher.
- To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department.
- To assist in ordering stock and checking deliveries of stock when received.
- To prepare materials, equipment and teaching aids for classroom use.



## How you will be doing it

### Dream Big

- Deliver value opportunities for world class education for all students

### Take Responsibility

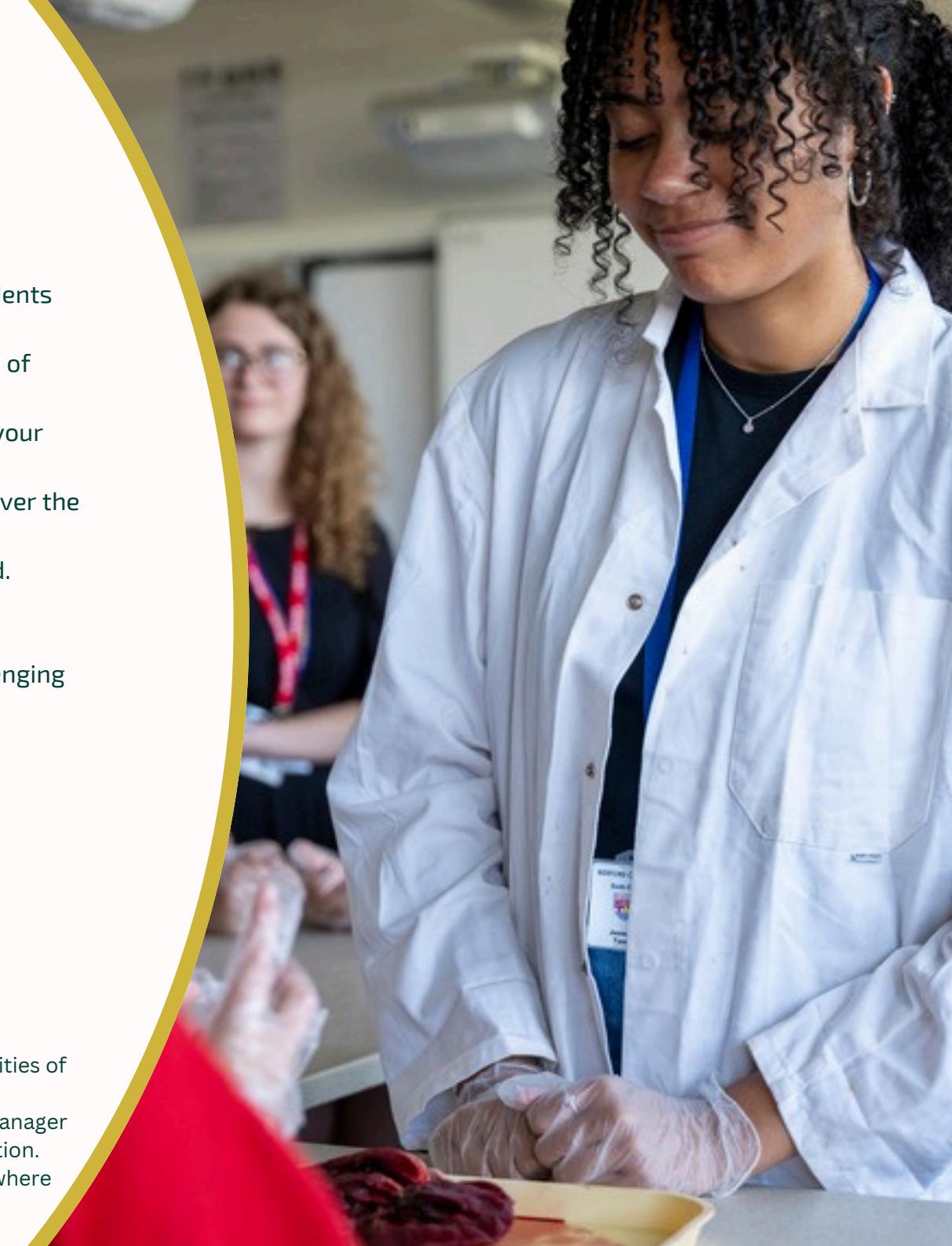
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

### Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.





## Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good levels of literacy and numeracy

## Skill & Experience

- Excellent time management and organisational skills
- Flexible, adaptable and able to handle unexpected changes in schedules.
- Ability to manage multiple tasks, set priorities and meet deadlines
- Self-motivated and able to work in a team to collaborate with teachers, other support staff to deliver effective support to students
- Practical experience in lighting and sound along with strong technical knowledge of relevant equipment and software.
- Working background and interest in the Performing Arts and Creativity industry, especially Music and Drama Desirable

## Desirable

- Experience in a school/college or similar environment
- Experience working within the performing arts industry

## How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

## Apply now

and experience the difference in a rewarding and meaningful career in education.