

# Job Description

**Support Staff Pay Scale:** 9-13  
**Contract type:** 20 hours per week, 39 weeks per annum (term time plus 1 week)  
**Reporting to:** Head of Department

## Music Technician

### Job Purpose

To support the delivery of the music curriculum by working closely with the Music Teacher and Head of Creative Arts. The Music Technician will ensure that lessons, rehearsals, peripatetic lessons, and performances are well resourced, technically supported, and run efficiently

### Key Accountabilities

#### Technical and Resource Management

- Organise and maintain music department resources and equipment
- Carry out basic instrument maintenance and repairs
- Ensure classrooms and practice rooms are well maintained
- Manage the use of computers, iPads, and music technology within the department
- Operate and maintain recording equipment and support students in its use

#### Events and Performances

- Assist with the organisation and set-up of concerts, assemblies, and school productions
- Provide technical support for performances, including sound and recording
- Support filming of concerts and events

#### Extra-Curricular and Enrichment

- Support extra-curricular music clubs and activities
- Contribute to rehearsals and, where appropriate, lead small ensembles

## **Administrative Support**

- Liaise with teaching staff regarding lesson requirements and resources
- Provide administrative support including photocopying, printing, filing, and displays
- Assist with the organisation of peripatetic music lessons

## **General**

- Communicate effectively with staff and students
- Work collaboratively as part of the Performing Arts team
- Undertake other duties as reasonably requested by senior staff

## **Person Specification**

We are looking for someone who has:

### **Essential Criteria**

- GCSE Maths and English (Grade 4/C or above or equivalent)
- Good music knowledge and practical experience
- Strong organisational and administrative skills
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills
- Ability to prioritise workload and manage multiple tasks effectively

### **Desirable Criteria**

- A formal music qualification
- Experience of working in a school environment
- Experience of instrument repair and maintenance
- Ability to accompany musical ensemble

### **Notes:**

We value all members of the school community equally and work together for the educational progress of all our students in partnership with the whole community.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of Music.

This job description may be amended at any time in consultation with the postholder.