

Hadrian Learning Trust

JOB DESCRIPTION

Post Title:	Multimedia Technician	Director/Service/Sector:	Children's Services
Band:	4	Workplace:	QEHS/HMS (HLT)
Responsible to:	Trust Business Manager	Date:	October 2024
Job Description Ref:	To provide technical support with the Senior Audi Visual Technician on whole school, departmental and student based projects.		
Resources	Staff	-	
	Finance	-	
	Physical	Technical infrastructure for lighting, sound and ancillary equipment. Photographs of school activities	
	Clients	Support students – art, media, performing arts and music. Impact on school image – design support to Senior Staff on external and internal projects	

Duties and key result areas:

Duties and key result areas: Individually or part of a team

Support for Pupils

1. Support pupils in accessing learning activities as directed by the subject teacher.

Support for the teacher

1. Carry out repair and maintenance of equipment.
2. Technical support with art, media, performing arts and music.
3. Support senior staff and guest speakers.

Support for the Curriculum

1. Assist students with film making, photography, graphic design, photograph processing and editing.
2. Support students with productions – theatre lighting, sound effects and sound tracks.
3. The preparation and maintenance of wall displays and exhibitions, school based and public displays off site.
4. Supporting students on location
5. Creation of school identify in publications, prospectus, posters etc.
6. Work in multi-disciplined teams to provide creative design support
7. Creative control, setting up and the creation of appropriate photographs for school use.
8. Advising on procurement of goods and services with technical input and dealing with specialist suppliers



Support for the school

1. Be aware of, and comply with, the following policies:
 - a. Child Protection
 - b. Health and Safety
 - c. Confidentiality and Data Protection
 - d. Equal Opportunities
2. Work in such as to promote the ethos and vision of the school.
3. Attend relevant meetings as required.
4. Participate in training and other personal development activities that contribute to the management of performance.
5. Support the extra-curricular activities associated with the Arts, Drama, Dance and Media department when directed by the Business Manager. This may include evening and weekend work on an adhoc basis.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Working patterns: Working conditions:	The post holder may be required to work outside the normal working day to support performances. The post holder may be required to work outside when taking photographs or creating videos.
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PERSON SPECIFICATION

Essential	Desirable	Assess by
Knowledge and Qualifications		
NVQ Level 4 or equivalent qualification Excellent numeracy and literacy skills (at least NVQ 2 Qualification)	Degree in a relevant discipline	
Experience		
Experience of working within film editing and photographic, design environment	Experience of working within a school or educational establishment Experience of managing and developing a staff team	



Skills and competencies		
<p>Effective use of specialist ICT packages relating to film editing, graphic design and photography</p> <p>Experience of using specialist equipment and resources</p> <p>Ability to relate to both adults and children</p> <p>Ability to self-evaluate learning needs and actively seek out learning opportunities</p>		
Physical, mental and emotional demands		
<p>Physical ability to move equipment and resources of moderate weight</p>		
Other		
<p>Satisfactory DBS enhanced criminal records certificate.</p> <p>Willingness to participate in training and personal development.</p>	<p>Evidence of learning beyond the work place</p>	