



Job Description and Person Specification

Title Post	Media and Art Technician
Responsible to	Subject Leader
Job Purpose	To support the learning of art and media students both inside and outside of the classroom to ensure they reach their full potential. Including the efficient and effective operation, security and maintenance of equipment in the Media and Art Department.

The main activities and responsibilities are to:

- 1.1 Supporting students with learning inside and outside the classroom. This will include in lessons small group work and individually.
- 1.2 To provide technical support to both students and teachers.
- 1.3 Monitor the booking and issuing of equipment to students and ensure its security.
- 1.4 Ensure equipment is returned by students and contact students whenever they have failed to return equipment on time.
- 1.5 To monitor and improve facilities in the media and art department including the media rooms/editing suite machinery, tools, components and accessories including determining maintenance schedules and keeping appropriate records.
- 1.6 To ensure general maintenance and tidiness of department facilities, including the practice rooms and class areas.
- 1.7 To set up practical equipment for use in lessons in advance of students arriving at lessons.
- 1.8 To prepare a range of materials for teaching purposes including edited sequences and print-based materials. Preparing, setting up and checking machinery, equipment and apparatus for teaching purposes.
- 1.9 Help staff prepare handouts and documents.
- 1.10 To assist in the setting up of equipment for exam purposes as directed by the Subject Leader.

- 1.11 Order materials and equipment and maintain a system of stock control in conjunction with the Subject Leader, researching new equipment when needed, including;
- a) participating in the selection of new items of equipment and recommending specifications where appropriate;
 - b) investigating sources of supply and maintaining a bank of purchasing information;
 - c) co-ordinating departmental orders, including processing and progressing;
 - d) receiving deliveries, certifying invoices for payment and keeping financial records regarding progress of expenditure;
 - e) maintaining stock records and levels, including stock books;
 - f) to help with the organisation and re-organisation of specialist rooms and storerooms.
- 1.12 Maintain satisfactory standards of safety and security in relation to the technical service to the department. This includes the maintenance of electrical equipment and arranging for the repair of broken equipment.
- 1.13 To liaise with other departments within the Sixth Forms, including Computer Services and with other establishments and bodies.
- 1.14 To assist with specific displays and exhibitions around the Sixth Forms and with sixth form events such as celebration/community days.
- 1.15 To support the design and production of merchandise/marketing materials for Sixth Forms events.
- 1.16 To help prepare for visitors to the Sixth Forms, including students from partner schools
- 1.17 To provide cover for absent staff.
- 1.18 To undertake other tasks, as required by the Executive/Deputy Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

Person Specification/Selection Criteria

The post-holder will be expected to have the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms
- 2.2 Educated to degree Level or equivalent in appropriate subjects or relevant experience.
- 2.3 Knowledge and interest in video production including filming and editing.
- 2.4 Knowledge of web page creation and DTP applications, specifically Adobe Illustrator and Photo Shop.
- 2.5 A good level of knowledge in wider CIT applications.
- 2.6 Knowledge of digital editing techniques and final Cut Pro.
- 2.7 The ability to organise own work and operate prescribed systems relating to the technical service to the media rooms and editing suite.
- 2.8 To possess excellent communication skills and the ability to establish professional relationships with staff and students.
- 2.9 An understanding of the Sixth Forms' commitment to Equal Opportunities Policy and the ability to contribute to the implementation of the policy through the duties of the post.
- 2.10 An awareness of the need for personal development, both as a member of staff and as an individual; a willingness to participate in INSET and appraisal.