

**‘The pupils embody their school motto of Learn Dream Achieve’
(Ofsted January 2025)**

Post Title: Performing Arts Technician
Salary: Grade D
Responsible to: Director of Business & Finance/Director of Performing Arts
Hours: 27.5 hours per week
Term Time Only + 5 days

Overall purpose: To provide technical support whole school and to the Performing Arts/Music Departments in support of extra-curricular activities and have responsibility for the usage, installation and maintenance of all audio, stage, media and lighting equipment.

Main duties

- Provide technical support the across Performing Arts and Music Departments
- Mounting and operation of sound as required for examination, curricular and extra-curricular performance work within Performing Arts and Music
- Mounting and operation of Stage Lighting and stage sets as required for curricular and extra-curricular and examination of Performing Arts
- Support for the activities of technical studies and clubs in Performing Arts
- Responsibility for Health and Safety in the context of sound, stage sets, lighting and theatre.
- Setting up, maintenance and secure storage of specialist Performing Arts equipment and musical instruments in music.
- Responsibility for ensuring that Performing Arts areas are in good order.
- Maintaining clean and tidy storage areas.
- Ensuring that stocks of basic equipment and resources are maintained at appropriate levels
- To attend relevant courses.

General Duties

- To actively promote the respect of customs, practices and reasonable ambitions of other people that may differ from one's own.
- To comply with any health and safety legislation, and to be accountable for ensuring all school health and safety policies and associated guidance are applied and to take responsibility for one's own health and safety;
- Provide assistance with primary school liaison activities;
- Actively support school by attending such events as Open Evening, School Production and other extra curricular events involving the departments.
- Provide assistance to the ICT technician in the installation of relevant software,
- To support the development of the use of technology with staff and pupils in the department
- Support staff with training activities,
- Support the work of the departments with partner schools,
- Support the work of colleagues within the department.

The post holder will be expected to undertake other duties as may reasonably be requested by the Director of Business & Finance/Director of Subject as commensurate within the grading of the post.

Person Specification

Essential (all assessed via A-application; I – interview; R – reference)	Desirable
Educated to at least good GCSE standard (or equivalent), including English and mathematics and a subject related to the post.	Evidence of further study, specific training in related specialism (A, I, R)
A high standard of literacy and communication skills, and an ability to communicate effectively with both colleagues and pupils.	Previous experience of working with young people or in a school.
Previous experience in role / employment experience or skills in technical aspects of Performing Arts	
Ability to manage time effectively, to prioritise tasks and to maintain detailed records.	ICT skills.
Knowledge and/or understanding of lighting/sound and recording media	
Flexible with a willingness to adapt to the changing needs of the school.	
Ability to work independently or with senior members of staff, using initiative when necessary.	
A willingness to attend training courses.	
Smart in appearance, an excellent role model with a good attendance and punctuality record.	
A commitment and interest in education and Sharples School.	A willingness to play a full role in the life of the school (A, I)
Ability and willingness to accompany pupils on visits, and drive the school mini bus.	

Review Arrangements

The details contained in this Job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of the individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently Sharples School will expect to revise the Job description from time to time and will consult with the post holder at the appropriate time.

Date Job Description prepared/revised: April 2026 Prepared by: Ms C. Molyneux, Headteacher

Agreed by post holder: Signature: _____ Date: _____