

HADRIAN LEARNING TRUST  
**JOB DESCRIPTION**

Post Title: Trust Multimedia Technician	Director/Service/Sector Schools		Office Use
Grade: Band 4	Workplace: QEHS /HMS (Trust locations)		JE ref:
Responsible to: Trust Business Manager	Date: Sept 2019	Manager Lever:	HRMS ref:
Job Purpose: To provide technical support with the Senior Audio 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	
<b>Duties and key result areas:</b> Supporting curriculum areas and whole school – technical support: <ul style="list-style-type: none"><li>• art, media, performing arts and music</li><li>• repair and maintenance of equipment</li><li>• senior staff and guest speakers</li></ul> Supporting students with curriculum based projects: <ul style="list-style-type: none"><li>• film making, photography, graphic design, photograph processing and editing</li><li>• Theatre lighting</li><li>• Sound effects and sound tracks</li><li>• Displays and Exhibitions – school based and public displays off site</li><li>• Supporting students on location</li></ul> Graphic Design and Photography: <ul style="list-style-type: none"><li>• Creation of school identity in publications, prospectus, posters etc</li><li>• Work in multi disciplined teams to provide creative design support</li><li>• Creative control – setting up and creation of appropriate photographs for school use</li><li>• Advising on procurement of goods and services – technical input and dealing with specialist suppliers</li></ul> The job holder will be required to 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.  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.			
<b>Work Arrangements</b>			
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 video		
<b>Other</b>			

Hadrian Learning Trust  
**PERSON SPECIFICATION**

<b>Post Title:</b> Trust Multimedia Technician	<b>Director/Service/Sector:</b> Children's Services	<b>Ref:</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ Level 4 or equivalent qualification Excellent numeracy and literacy skills( at least NVQ 2 Qualification)	Degree in a relevant discipline	(a), (t)
<b>Experience</b>		
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	(a), (i)
<b>Skills and competencies</b>		
Effective use of specialist ICT packages relating to film editing, graphic design and photography.  Experience of using specialist equipment and resources  Ability to relate to both adults and children  Ability to self-evaluate learning needs and actively seek out learning opportunities		(a), (i)
<b>Physical, mental and emotional demands</b>		
<b>Other</b>		
Willingness to participate in personal development	Evidence of learning beyond the work place	(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits