



West Park

'A caring school where we put pupils and their achievement first'

West Road
Spondon
Derby
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Head: **Scott McGregor**
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Job Description **Performing Arts Technician / Administrator**

1. Job Description

Job Title:	Performing Arts Technician / Administrator
Salary Grade:	SCP Point 3-5
Location:	West Road, Spondon, Derby
Responsible to:	Heads of Department/Associate Staff Manager
Hours worked weekly:	7hrs per week plus additional hours at required
Weeks worked per annum:	39 weeks per year

2. Job Responsibilities

A. Role

To assist and support the Performing Arts Department including help and support for teaching staff within that Department. The role would help support the Performing Arts Department for one day a week, although you will be required to work additional hours when necessary including at peak times and assisting school performances outside of the normal school day.

B. Duties and responsibilities

- General admin including photocopying and production of resources
- Assist in helping to arrange cover for staff absences (locating resources etc.)
- Help organise the department, this will include keeping a departmental diary, booking a TA for pupils entitled to access arrangements, making arrangements for absent pupils to catch up with assessments, photocopying test papers (including any special colours, enlargements etc.), distributing papers to teachers etc.
- Assist the Head of Department to arrange pupil focus groups in form time when required
- Take minutes if attending Departmental Meetings
- Liaise with the IT support team as required to ensure the departmental staff have working IT equipment to support their lessons
- Answer the phone and ensure messages are delivered promptly to classrooms
- Assist with departmental displays

- Other duties as required by Head of Department
- Minor repairs to musical Instruments.
- Operation of live sound and lighting equipment.
- General computer work including apple-based software

3. General

1. Work carried out must be in accordance with current legislation and/or regulations.
2. All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace.
3. You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature.