



Job Profile

Music Technician

Date: March 2024

Job Context:

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are 150 pupils in Year, with potential to increase to 180 as the school expands. There are now 970 pupils on roll, including approximately 200 in the Sixth Form.

This job profile reflects the vision, aims and policies established by the School's Governing Body.

Job Purpose:

To ensure that the aims of the school are put into practice and that high standards of work and behaviour are maintained.

- To contribute to the spiritual, moral, social and cultural development of all pupils in the school.
- To manage, maintain and develop the computing, recording and technological facilities within the Music Department.
- To oversee the storage and maintenance of the Music Department's other physical resources, in liaison with the Curriculum Team Leader.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher

Accountabilities:

- Performance management.
- Line managed by the Curriculum Team Leader for Music

Key Responsibilities:

- To support the Music Department staff in maintaining and developing the musical and recording equipment, music software, and music technology resources.
- To manage the studios, computer and recording equipment and provide Music ICT and Music Technology assistance in lessons and extra-curricular activities.

Key Tasks:

- Music network administration and maintenance of all musical ICT equipment, in conjunction with the school's outsourced ICT network provider
- Maintaining Music Software – including license management, installing, upgrading, correcting and preventing faults and errors
- Maintaining recording equipment, video equipment and electronic instruments.
- Providing Music technology and ICT support in lessons and during extra-curricular activities as directed by the Curriculum Team Leader for Music
- Managing and supervising the use of the studios for students and pupils outside lessons

- Setting up and putting away equipment for lesson use, as directed by the department staff –
 - Assist in the ordering of Music and ICT consumables
 - Manage room, peri timetables, admin and equipment bookings for peri staff
 - Assist with the in-service training of staff, help with lessons, extra-curricular events, concerts, open evenings and demonstrations
 - To be responsible for setting up instruments, staging, recording and sound equipment for department, whole-school and other department events as and when required
 - To be responsible for the setting up and managing of the whole school PA system
 - Assist staff in creating Music resources and displays
 - Unpacking, connecting and testing software and hardware
 - Arranging for the replacement/repair of defective or incorrect musical and computer equipment
 - Recording all serial numbers and locations of hardware and peripherals in the Music ICT inventory
 - Adding security marks to equipment when required
 - Cleaning and repairing equipment as directed by the Curriculum Team Leader for Music
 - Implementing school policies, including health and safety requirements and equal opportunities
 - Obtaining CCTV footage of any incidents relevant to the Music Department
 - Supervising recording/practice/coursework sessions
 - Assisting pupils, students and visitors to the department where necessary
 - Other duties as appropriate and as agreed with the Curriculum Team Leader for Music or members of the Leadership Team
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