

Job Description

Job Title: Media Technician

Line Manager: Senior Curriculum Manager - Media Studies + Film Studies

Job Requirement: Monday to Friday, 37 hours per week, term-time only

Key Purpose of the Role

The primary function of this role is to support the Senior Media Technician and the Media and Film department in the daily efficient operation of its technical support. This is to aid the smooth delivery of lessons and practical work through the organisation, maintenance and use of facilities and resources resulting in a safe and productive environment for staff and students.

The Media Technician will contribute to the achievement of the College's single corporate objective – **improving students' achievements** – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

The Media Technician will contribute to the Trust's strategic objectives by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

1. Supervising equipment and machinery
 - a. Effectively maintain the daily efficient operation of technical support within the Curriculum Area under the supervision and instruction of the Senior Media Technician.
 - b. Help supervise stock management and loan of equipment.
 - c. Ensure all areas are prepared and ready for use at the beginning of each day.
 - d. Support staff in ensuring that all areas are used properly and are secure at all times, including ensuring that classroom/teaching areas are safe and secure at the end of each day including ensuring that computers and screens are all shut down.
 - e. Ensure the safe working of equipment and to troubleshoot should problems arise.
 - f. Repair defective equipment (or arrange repair or replacement) as soon as possible.
 - g. Facilitate staff and students in undertaking safe working practices in the use of audio/visual and IT equipment.
 - h. Support staff and students in the development of skills relating to the effective use of audio/visual and other equipment.
 - i. Offer ongoing support and technical advice to students undertaking coursework and other projects.

2. Maintaining, developing and procuring departmental resources that are regularly designed and updated
 - a. Maintain and update the 'Technet' online resources of for the Curriculum Area
 - b. Design, update, and organise displays in the classrooms and other spaces, in order to promote the department and student achievements. Take a proactive approach to developments in technology, keeping the Senior Media Technician appraised, in order to help with resource planning and procurement.
3. Delivering Tutorials
 - a. Support staff and students, via the delivery of tutorials, in the development of skills relating to the effective use of software, including Adobe CC Suite, classroom audio-visual equipment, DSLR still and video cameras and accessories.
 - b. Create resources using Google Suite software.
4. Supporting College and departmental events and activities
 - a. Work with the Senior Media Technician to oversee the smooth running of the extra-curricular activities in the department, liaising with external clients.
 - b. Support the planning and delivery of a series of annual College events, including Awards Evening and open days and evenings.
 - c. Facilitate extra-curricular workshops when required in order to raise awareness of new techniques that may support student achievements.
5. Carrying out administrative duties
 - a. Provide administrative support as and when required to include ordering and monitoring of the department's equipment and stationery supplies.
 - b. General housekeeping, answering the telephone.
 - c. Liaise with other areas of the College, such as caretakers, in order to report building issues.
6. All staff have a shared responsibility to actively promote inclusion, fostering an environment where every individual feels valued, respected, and supported in their learning and development. This includes identifying and removing barriers to participation and learning, so that ALL students can achieve and thrive.
7. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

Person Specification

We are looking for an individual who is passionate about helping students reach their full potential. The ideal candidate will have:

Qualifications

- A good standard of general education to A Level or equivalent.

Significant and proven experience in the following areas:

- Managing resources and stock ordering, with the confidence to escalate any concerns to management
- An understanding of health & safety regulations relating to departmental activities
- Managing multiple tasks with conflicting deadlines and priorities
- Accurately presenting data

Personal Qualities and Skills

- Strong interpersonal skills with the ability to engage with students, staff, and external companies.
- Excellent IT skills including Google software, Adobe Creative Suite and Premier Pro, classroom audio-visual equipment, DSLR still and video cameras and accessories.
- Ability to build rapport with others in order to foster positive working relationships.
- A 'can do' attitude.
- Ability to work independently and as a member of a successful team.
- Resilient, calm and able to work under pressure.
- High professional standards and personal integrity in order to maintain confidentiality.

Desirable

- Competent IT skills
- Extended period of working in a College or School setting
- Experience in a similar role within a college or school setting.

Job Requirements

- A current clean driving licence and access to a vehicle for work purposes is desirable but not required