

Performing Arts Apprentice

- **RESPONSIBLE TO:** Heads of Drama and Music
- **SALARY:** £144 per week (paid 52 weeks a year)
- **HOURS:** 37 hours per week. Monday to Friday 8.30am until 4.00pm, **school term time** (flexibility is required)
- **TRAINING:** Workplace training plus college attendance working towards Level 3 Creative and Digital Media
- **JOB PURPOSE:** To support teachers and students in the performing arts department
- **MAIN DUTIES AND RESPONSIBILITIES:**
 - Providing technical support for all school performance events, including studio and theatre work, concerts, practical exams, lessons and occasional assemblies.
 - To maintain and repair drama and music technical equipment.
 - To lead/advise/assist student technical crews
 - Photography and preparation of images for the website
 - Producing DVD recordings of performances
- **PERSONAL AND PROFESSIONAL REQUIREMENTS**
 - Ability to work on own initiative
 - Ability to work smoothly and harmoniously with other members of staff
 - Ability to work under pressure and remain cheerful and composed
 - Ability to deal competently and diplomatically with requests
 - GCSE Maths and English A-C or equivalent qualifications
 - DBS Check
 - Technical aptitude
 - Willingness to work flexible hours
 - Friendly, patient attitude
 - Excellent people skills

PRINCIPAL CONTACTS:

All levels of teaching and support staff, pupils, parents, Governors, contractors and external bodies.
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This job description sets out the main duties of the post (14.05.2018). Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Balcarras School is committed to safeguarding, safer recruitment and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

To apply please complete the school application form. Any queries please contact Mrs Jill Lewis –
jl@balcarras.gloucs.sch.uk / 01242 515 881 ext:146

Closing Date for applications: **Friday, 28th June 2019**

