

BALCARRAS SCHOOL JOB DESCRIPTION

JOB TITLE:	Performing Arts Apprentice (Level 3 Junior Content Producer Qualification)
SALARY:	£296.00 per week (£13,201.00)
HOURS:	37 Hours per week, 8.30am – 4pm (flexibility is required)
TRAINING:	Workplace training plus attendance at college one day a week
RESPONSIBLE TO:	Head of Drama

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GENERAL INFORMATION

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 – Some training will be available.
- To lead/advise/assist student technical crews.
- Photography and preparation of images for the website
- Producing recordings of performances
- Experience of video making, and editing would be desirable

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
- Good 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 at the date shown below. 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.

EQUAL OPPORTUNITIES

It is the policy of Balcarras School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition, or disability. Balcarras School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices. If any special requirements are needed to attend an interview, please inform the school.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

Please note that all appointments are subject to the Balcarras Trust Recruitment, Selection and Disclosure Policy and Procedures which includes our policy on recruiting ex-offenders.

Closing Date for applications: **Monday 8th August 2022**

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