

Music Technician

Haberdashers' Aske's School for Girls is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS record check.

Haberdashers' Aske's School for Girls is one of the eleven schools of the Worshipful Company of Haberdashers. We share a rich history, tracing our roots back to the 17th Century when we established the principles that guide us to this day - we give talented and ambitious young people, irrespective of background, the opportunities they need to succeed in life. Our priority is the education of the whole person in a truly exceptional learning environment with outstanding facilities. Our support staff play a vital role in the delivery of high quality academic and pastoral care for each and every student.

Role: Music Technician

Hours: 8.30 am to 5.15 pm with 30 minutes for lunch (unpaid)
This is a Term Time only role (35 weeks per year) plus 6 days (2 days to be worked before the start of each term)

Salary: Full time equivalent up to £27,669 gross per annum
Actual salary of up to £25,040 based 0.90 FTE
The salary will be depending on skills, experience and qualifications.

Reporting to: Director of Music

Overview

A Music Graduate or someone with similar skills, interest and experience to support the work of the Music Department. Some formal music training is highly desirable combined with an enthusiasm for supporting music making. The person appointed will need to have the ability to multitask, work to deadlines and be proactive in the planning and execution of many ongoing projects. They will also have experience in aspects of IT such as Microsoft Office and information gathering systems such as form building software (e.g. Wufu). An understanding of what it is like to be a busy pupil in a very busy school is vital as are good interpersonal skills.

Responsibilities

The role of the Music Technician is to support and facilitate the work of a very busy department which involves Senior and Junior academic teaching, instrumental and vocal lessons provided by Visiting Music Teachers (VMTs), rehearsals, concerts and the resources involved in such a large enterprise.

The main areas of work in the post:



- To look after the VMTs as a first point of contact on rooms/instruments/timetables and general administration. This involves the use of Office programmes and the maintenance of VMT pupil lists etc.
- To help with the administrative burden of the Director of Music, who is the primary contact for this post.
- To set up rehearsals in advance and ensure that equipment is put away.
- To attend the end of large rehearsals to pick up any requirements arising from the rehearsal (e.g. practice parts).
- Concert Management – in advance with the Director of Music (who will book Maintenance, Catering and Lighting) to see through the logistical arrangements in association with the Maintenance Team and stage management plans (with assistance from the Music Prefects).
- Recording concerts and uploading performances to Soundcloud within 3 days.
- On the day of concerts, to be around between rehearsals and concerts for final setting up, and during the concert for stage management where required.
- To support the Junior School Head of Performing Arts in the organization of concerts and relevant rehearsals.
- To be responsible for the administration of Junior School pupils' instrumental lessons with VMTs and for related communication between VMTs and Junior School staff.
- To look after the sheet music and CD libraries, cataloguing and stamping new acquisitions, and ensuring that only current repertoire is out of storage.
- To help set up and assist in occasional recording sessions for GCSE and A level, Year 9 Pop Song recordings etc.
- To input the ABRSM and Trinity music exams entry each term, managing the timetabling and rooming of exams, allocation of accompanists booked by the Director of Music in advance, and drawing up of rehearsal schedules for the accompanists. To ensure that billing information is passed on to the Bursary at the time of exam entries.
- To act as chief steward on practical exam days (up to six weekend days a year) to ensure the smooth running of the day. To set up exam rooms in advance (with the help of Maintenance if needed). Time off in lieu.
- To attend Music Department meetings and a weekly meeting with the Director of Music.
- To catalogue and label instruments as they are added to the instrumental stock and to ensure that the Bursary is aware of instruments on hire to students.
- In conjunction with the relevant VMT, to initiate repairs of the instrumental stock as necessary, informing the Director of Music.
- Ensuring a safe environment in the Music Department and reporting any perceived Health and Safety issues to the Director of Music and the Premises Manager.
- To check on the contents of the first aid kit.
- To ensure that all noticeboards are tidy, relevant and up to date. To ensure the VMT notices are tidy and easy to understand for the pupils.



- To make available, collect and distribute the VMT reports in the Summer Term.
- To check the setup of the Music Tech studio stations termly, occasionally helping to keep each workstation in working order.
- To assist administratively on the appointment of VMTs, inviting candidates for interviews, showing them around the department etc.
- To prepare the music folders for instruments and voices in each ensemble as requested by group leaders.
- To disseminate information to the VMTs, including possible disruption to their teaching days from both Junior and Senior departments. To disseminate whole school and national policies on safeguarding to the VMTs.
- To be trained in and sympathetic with the School's policies on the wider welfare of students including safeguarding.

Person Specification

Experience:
Formal music training is highly desirable combined with an enthusiasm for supporting music making.
Previous experience working in a school environment (desirable)
Experience in aspects of IT such as Microsoft Office and information gathering systems such as form building software (e.g. Wufu).
Qualifications:
Strong A Levels or equivalent
A university degree to at least undergraduate level (Desirable)
Skills & Abilities:
Excellent written and oral communication skills
Excellent interpersonal and communication skills to enable professional interaction with a wide range of contacts, internally and externally within the Schools
Excellent attention to detail
Able to work independently and as part of a team and be flexible
An ability to take instruction and direction and to be held accountable
Excellent time-management and an ability to prioritise effectively
Ability to work calmly under pressure
Personal Attributes:
Natural presence and confidence
A very strong work ethic, a willingness to work under pressure and to tight deadlines
A good sense of humour and a positive outlook
Discretion and confidentiality
Other
An understanding of what it is like to be a busy pupil in a very busy school



Support Staff Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses
- Enrolment into the Schools' pension scheme, with 12% employer contribution, based on 5% individual contribution
- Group Life Assurance (4 x salary)
- Free lunches, other meals and refreshments
- Free parking on site
- Free coach travel on the service provided by the School (subject to availability)
- Tax free bicycles for work through the Cycle to Work Scheme
- Free use of the state-of-the-art sports centres, including fitness suite, swimming pool and squash courts
- Annual flu vaccination
- Employee Assistance Programme.