



Queen Elizabeth Grammar School Penrith



Application pack for Drama/Marketing Technician



Queen Elizabeth Grammar School Penrith



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Headteacher: Paul Buckland M.A.

July 2022

Dear Candidate

An opportunity has arisen to join a very experienced and dedicated team of teaching and support staff as a Drama/Marketing Technician.

We welcome applications from suitably qualified professionals who feel they can meet the requirements set out in the enclosed Job Description and Person Specification and who will enjoy working in a busy school environment.

Before applying, please have a look at our website www.qegs.cumbria.sch.uk which I hope will give you a taste of the ethos and atmosphere of the school.

Please be aware that applications can only be accepted on completion of the school's application form.

I look forward to receiving your application.

Yours faithfully

Mr Paul Buckland
Headteacher



Queen Elizabeth Grammar School Penrith

A mixed selective academy
Roll: 907 including 212 in the Sixth Form
Ofsted: Outstanding in every category

Drama/Marketing Technician

NJC Scale 3 Points 5-6 £19,650 - £20,043 (pro rata)

Part Time – 18 hours per week / Permanent / Term Time Only (with 3 INSET days)

To start September 2022

We are seeking to appoint an enthusiastic Technician to join our Drama Department and to support whole school productions and marketing activities. You will have excellent IT skills and the ability to relate well to adults and children. Experience of working in a school environment is desirable but not essential.

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.

Applications to be reviewed in September 2022

**NO POSTAL APPLICATIONS PLEASE – ALL APPLICATIONS MUST BE EMAILED TO
secretary@qegs.cumbria.sch.uk**

Interviews will be held on Tuesday 19th July

Application packs via our website www.qegs.cumbria.sch.uk or from the Head's PA,
Mrs Becky Kennedy secretary@qegs.cumbria.sch.uk



Queen Elizabeth Grammar School Penrith
Job Description for Drama/Marketing Technician

Job Title: Drama/ Marketing Technician

Salary: NJC Scale 3 Points 5-6 £19,650 - £20,043 (pro rata)

Actual Salary: £8,104

Contract Type: Part Time / Term Time Only (with 3 INSET days) / Permanent

Hours: 18 hours a week

We are seeking to appoint an enthusiastic Technician to join our Drama Department and to support whole school productions and marketing activities.

PURPOSE OF JOB

To manage the preparation of equipment and spaces for lessons within the Drama Department.

To record student compositions and performances.

To provide high quality technical support to staff and pupils.

To ensure that the department as a whole, including storerooms, is tidy and fully accessible.

To maintain all equipment both within the Drama Department and School Hall.

To set up and run the technical infrastructure for shows, events and exams and be accountable for their safety.

To support production of whole school promotional material, particularly on our website.

MAIN ACTIVITIES

Under the direction of the Headteacher and Head of Department :

- Use strong IT skills and understanding of production elements to support students and to lead tutorial sessions with small groups of students up to A level
- Support teaching staff with technical requirements for classes
- Filming performance work- editing –saving- updating ongoing classroom work for class reflection and critical appraisal. Maintain and update on desktop and film rehearsals and final performances and format for exam board
- Create and maintain audio records of devising logs for examination boards and format for board for Years 10-13
- Creating video footage and editing for inclusion within shows and other presentations. Video editing of examination evidence and of promotional material
- Have the organisational skills to order materials for props, sets, costumes and programmes
- Deliver quality sound and lighting for shows, events, exams and other school events as required
- Use sound software such as goldwave for shows and teach students how to use the software for their productions



- Lighting –organise the rigging of lanterns and be familiar with the principles of lighting design with software such as myDMX. Run tutorials with small groups of students
- Provide support with props and costume for shows, events, exams and other school events as required
- Stage manage events, shows and exams where appropriate, working appropriate evenings as required, paid on a time basis
- Keep practice rooms, drama spaces and storerooms tidy and in working order
- Maintenance of equipment in the school/ faculty including the lighting and sound equipment
- Assist department with administrative tasks as required
- Maintenance of display boards in the department
- Support teachers with delivery of technical aspects of courses where required
- Expected to work outside normal school hours (some evenings and holidays) when required
- Managing files and archives
- Support staff in the design and production of any marketing materials, including the school website.
- Attend 3 school Inset Days

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such appropriate other duties as may be required by the line manager within the grading level of the post and the competence of the post holder.

Required skills

- Competent with PC, ipad and Apple Mac computers
- Competent with music software: Logic Pro
- Strong IT skills including knowledge of Microsoft Office (Word, Excel and PowerPoint)
- Live/studio sound engineering
- Stage lighting including rigging and operating lighting desks
- Ability to maintain equipment
- Strong interpersonal skills and the ability to work positively with both adults and school students
- Strong organisational skills
- Commitment to a high standard of work
- Good time management
- Willingness to learn
- Experience in video editing
- Understanding of H&S requirements and safe working practice
- Experience of carrying out risk assessments (desirable)



School Strategy

Vision

- To prepare our students to succeed in tomorrow's world by providing a secure learning environment, a rigorous academic curriculum, high expectations, and best practice in teaching, learning and technology enhanced by wide-ranging extra-curricular opportunities and outstanding pastoral care. Our students will demonstrate and encourage respect for everyone within our community and globally, treating all people equally irrespective of their characteristics and celebrate diversity.

Aims

1. The school aims to build upon its tradition of academic excellence. Pupils will be encouraged to strive for the highest levels of achievement to maximise their potential.
2. The school aims to take full advantage of its small numbers to provide a caring environment in which the individual pupil's personality and abilities are valued and fostered.
3. We will educate and develop tolerance and respect for all, paying particular regard to protected characteristics.
4. The school will provide an environment in which creativity, enterprise and initiative are encouraged. Social, artistic and sporting activities will be promoted to develop pupils' interests and talents.
5. The school will do its best to ensure that pupils leave this school to embark upon higher education or employment confident in their skills and learning and fitted for useful, active citizenship.

The Academy will do its best

1. To raise the standard of educational achievement of all students;
2. To ensure that every child enjoys the same high quality education in terms of resourcing, tuition and care;
3. To foster self-esteem and respect for each person as an individual; by creating a positive and inclusive atmosphere and encouraging a shared commitment to respect diversity and difference; by challenging discrimination and promoting good relations between people, irrespective of their characteristics. In particular, the school will not permit any direct or indirect discrimination, harassment or victimisation of any person, adult or child, because of any person's characteristic that is protected.
4. To improve its effectiveness by continual review of the curriculum and organisational structure;
5. To provide value for money for the funds expended;
6. To comply with all appropriate statutory and curriculum requirements;
7. To maintain close links with institutions of higher education, business, industry and commerce;
8. To conduct its business with the highest standards of integrity, probity and openness.