



Wheatley Park School

Everyone Learning - Everyone Caring

11-18 Academy and member of the River Learning Trust

1178 on roll including 230 Sixth Form

MUSIC, DRAMA AND PHOTOGRAPHY TECHNICIAN

Permanent, term-time only – 18 hours per week

Salary: Grade 7 £28163 - £30060 Pro rata (£11614 - £12396)

Required as soon as possible

We are seeking a Music, Drama and Photography Technician to support various teams working in the arts departments in our school. This is an exciting opportunity for someone with the appropriate technical knowledge and skills who is organised, enthusiastic and good at resource management to join our friendly and outward looking team. We are a committed and dynamic arts hub, housed in a beautiful Georgian manor house and we have established a high profile across the school through the many arts events and opportunities we offer our students.

We will offer you the chance to be part of a strong and developing school community working in a supporting environment. We are renowned for placing a high value on staff wellbeing and professional development at all levels.

Situated just east of Oxford in a unique parkland site, Wheatley Park School is a flourishing 11- 18 academy with a vibrant comprehensive intake.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

If you would like to know more, or arrange a visit, please contact Mrs Pat Mason (HR Manager) on 01865 877634 or by email to pmason@wheatleypark.org. Full details can be found on our website [here](#). Applications for this post can only be accepted via the MyNewTerm website [here](#). To find out more about the River Learning Trust, please visit www.riverlearningtrust.org.

Closing date and time: Friday January 17th at 9.00am

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. An offer may be made to an exceptional candidate in this instance.

Interview date: To be confirmed

The River Learning Trust and Wheatley Park School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Our staff are expected to maintain high standards of ethics and behaviour, within and outside school, by not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Wheatley Park School, Holton, Oxford, OX33 1QH

Tel: 01865 872441

www.wheatleypark.org



Wheatley Park School

Job Description

Post Title:	Music, Drama and Photography Technician
Purpose:	To provide specialist technical support to the arts departments, including the preparation and maintenance of resources and to support high standards of achievement within the Arts.
Main Duties:	<ul style="list-style-type: none">● To manage technical resources in music, drama and photography● To support staff and students in music lessons with sound recording in the school's recording studio and music ICT equipment● To support staff and students in music, drama and photography lessons and in small group interventions● To support staff and students in drama lessons with technical theatre requirements● To design and run stage lighting/sound for productions and whole school events● To manage and order technical resources and organise repairs and hire of equipment when needed.● To operate PA and digital projectors● To support staff with the recording and digital submission of practical work● To support staff and students in the use of a variety of computer software (training will be given in some applications)● To support the promotion of creativity and the arts across the school● To ensure that Health and Safety standards are met in music, drama, photography
Responsible to:	Heads of Music, Drama and Photography, Assistant Headteacher, Headteacher, Governing Body
Salary Level:	Grade 7 - 18 hours a week (flexible working hours / term time only)
Knowledge/Skill:	<ul style="list-style-type: none">● You will need to have good organisational, interpersonal and communication skills.● You will need a basic understanding of technical theatre and music production, a good knowledge of using Apple Mac and PC computers.● Also an ability to use Logic pro and Photoshop. Training is available if necessary.
Additional Duties:	<ul style="list-style-type: none">● Availability to support school events outside normal school hours.● To play a full part in the life of the school to support its ethos and development.● To comply with all school policies and procedures.● To comply with any reasonable request which is consistent with the post



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Post: Music, drama and photography technician

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Training/ Knowledge	Knowledge of Music technology and recording equipment Knowledge of Apple Mac and PC computers including digital recording and photography equipment Basic knowledge of the technical side of Photography Basic knowledge of digital film recording and editing Basic knowledge of lighting and sound design for the Theatre Understanding of Health and Safety	Familiarity with: Adobe Photoshop and Premiere (still and moving image software) Logic Pro Sibelius 7 Cubase Photoshop Photoshop elements Digital lighting equipment including intelligent lighting Current certificate for working at heights Experience of working in a photography dark room Experience of stocktaking and resource management Experience of playing a musical instrument
Experience	Able to work on own initiative Working background and interest in the arts and creativity	Experience of working within a school environment
Skills	Good communication and team working skills To be able to manage own workload Good time management Good organisational skills	
Aptitudes	Ability to relate to young people Good interpersonal and communication skills.	Ability to adapt to change
Other	To be prepared to develop the role, with further training if necessary The ability to operate / lift / move heavy equipment A sense of humour	Understanding of Child Protection and Safeguarding issues