

Post

Video Technician

Salary: £16,000 - £18,000 per annum (depending upon qualifications and experience)

37½ hours per week

Full Year

Closing date for applications: 9 June 2017

A Video Technician is required as soon as possible. The successful candidate will work under the direction of the appropriate line manager as part of a team dedicated to improving standards, achievement and the continued development of the Academy.

Accountability

You are accountable to the appropriate line manager for all work undertaken.

Safeguarding Responsibilities

You have a statutory responsibility to report any safeguarding concerns to the Designated Child Protection Officer or other designated persons. If these persons are not available, concerns should be reported direct to Family Connect. All employees have a responsibility to ensure that the Academy's Child Protection, Safeguarding and e-Safety Policies are adhered to, and concerns are raised in accordance with these policies.

Health & Safety

- To take reasonable care of your own Health & Safety
- To use work items provided correctly and in accordance with training and instructions
- To adhere to the Academy's Health & Safety Policy

Security and Data Protection

All employees are expected to work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

Duties

- Ensure that all AV equipment is working effectively and ready for filming, recording or editing
- Be responsible for general IT and computing hardware and software within the Video Edit Suite
- Set up AV and Theatre equipment and software as directed by the line manager
- Provide direct support to staff and students as required within the appropriate remit
- Be responsible for filming and editing routine and special events as directed by the line manager
- Be responsible for setting up light and sound equipment for stage events as directed by the line manager
- Be responsible for filming and editing sporting events on site and on location as directed by the line manager
- Ensure that video content is suitable for broadcast and of the highest standard
- Ensure that video resources are available in a timely manner for achievement and awards events
- Maintain an accurate hardware inventory of equipment
- Be responsible for the upkeep and safe condition of all equipment within the Theatre Control Room
- Liaise directly with suppliers to expedite the repair/replacement of equipment issues

- Liaise directly with suppliers to expedite the resolution of software bugs and problems with Edit Systems
- Liaise with retail suppliers and ensure that the most competitive buy prices are obtained for supplies
- Monitor the quality of all merchandise and ensure that goods meet the required standards
- Carry out regular audit checks
- Ensure that all valuable items are kept in a secure environment
- Promptly inform the line manager of any concerns relating to equipment safety or reliability issues
- If called upon, to work alongside members of the IT Team and to assist in:-
 - PC and peripheral repairs, routine maintenance and cleaning
 - Network maintenance as directed by the line manager
 - Development and enhancement of the Academy AV and IT infrastructure, in particular, at times of undertaking major projects
 - Setting up presentation equipment
 - Manning the Helpdesk telephone as required, responding promptly and appropriately to requests
- Carry out the above duties proactively

Physical Limitations

To advise the line manager in writing of any physical limitation which may compromise the ability to undertake a nominated task safely or to an adequate standard/outcome.

General Duties

The post-holder will be expected to:

- Attend an annual Performance Management interview and where necessary, training or INSET sessions as directed by the Headteacher or Line Manager
- Be versatile and adapt to a range of tasks
- Establish a good working relationship with students and support their needs in the classroom
- Be an active part of the departmental team
- Act as a role model for the students, adopting the Academy's Dress Code
- Comply with any reasonable request from their Line Manager or Headteacher to undertake work of a similar level that is not specified in this Post Description

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Application

Completed application forms should be returned either by post or by email to:

By Post:

Mrs S Davies
 Headteacher's PA
 Madeley Academy
 Castlefields Way
 Madeley
 TELFORD TF7 5FB

By email:

sdavies@madeleyacademy.com