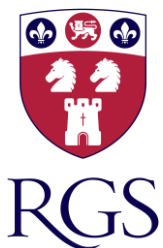


**AUDIO-VISUAL
TECHNICIAN
JOB
INFORMATION**



RGS



AUDIO-VISUAL TECHNICIAN

Newcastle upon Tyne Royal Grammar School

Required as soon as possible



THE POSITION

We have an exciting opportunity for an enthusiastic, efficient and motivated individual to join the school's technical team. The role would be ideal for someone with excellent organisational, communication and problem-solving skills. This is a varied role which will be suited to a proactive individual who can be adaptable to the changing daily requirements of the school.

The increasing reliance on audio-visual technology in various school activities, including classrooms, presentations, performances and events, necessitates dedicated support staff to provide top quality technical support and the continued success of the RGS.

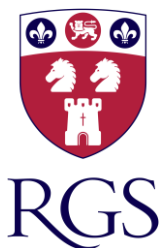
The successful candidate will join the established team and play a crucial role in ensuring that the school's audio-visual equipment and systems operate effectively and efficiently, enabling students, teachers and support staff to achieve success.



Job Description: Audio-Visual Technician

Closing Date: 9.00am Monday 14th August 2023

Contact: Ben Squire (Technical Manager) b.squire@rgs.newcastle.sch.uk



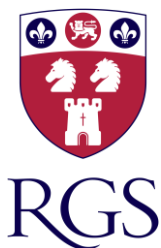
THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools, and the Sunday Times' North East Independent School of the Decade 2020. Most recently, RGS was awarded the Sunday Times' 2023 North East's Top Independent Secondary School for Academic Performance. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS has grown substantially in recent years. There are now some 1,340 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

The school is based in the heart of the city, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.





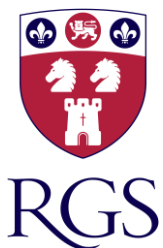
MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Technical Manager, the Audio- Visual Technician's overall responsibilities will include:

- Install, configure, and maintain audio-visual equipment and systems such as projectors, sound systems, microphones, video conferencing equipment and other related technologies.
- Collaborate with teachers, administrators and other stakeholders to provide technical support for presentations, school events, assemblies and meetings.
- Troubleshoot technical issues and provide timely solutions to prevent disruptions to academic or administrative activities.
- Manage inventory of audio-visual equipment, organise storage and distribution of equipment.
- Editing and uploading educational programmes, analogue conversions, and digital media library maintenance.
- Portable Appliance Testing (PAT) across the site
- Keep up to date with new technologies and recommend upgrades or replacements for existing equipment and systems

SPECIFIC TASKS

- Support all morning RGS assemblies in the Miller Theatre, Main Hall, Dining Hall and Agora.
- Provide day to day support for teachers and support staff with their audio-visual needs.
- Provide technical support for external hirers, conferences, presentations and events
- Support the Performing Arts and Development teams with events and performances when required.
- Ensure the ongoing maintenance of School clocks (including repair, battery replacement, reset, relocation and synchronisation)
- Ensure compliance with safety regulations and policies regarding the use of audio-visual equipment throughout the school.



QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

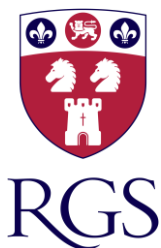
Essential

- Previous Audio-Visual experience.
- A team player with the confidence to work independently, when needed
- Excellent communication skills.
- Strong problem-solving skills with the ability to respond quickly to changing technical demands.
- Enthusiastic and motivated with the ability to build good working relationships with school staff at all levels.
- The post holder must show a professional and positive approach to work and must be sensitive to the needs of a wide range of school users.
- An understanding of, and commitment to, the special needs of working with young people. These include safeguarding, health and safety, security and handling confidential information at times.
- A personal commitment to professional development.

Desirable

- Ideally, an understanding of the workings of a school or college.
- Portable Appliance Testing Trained.
- Experience with Microsoft Office 365, excel, PowerPoint, Word etc.





LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Sage, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

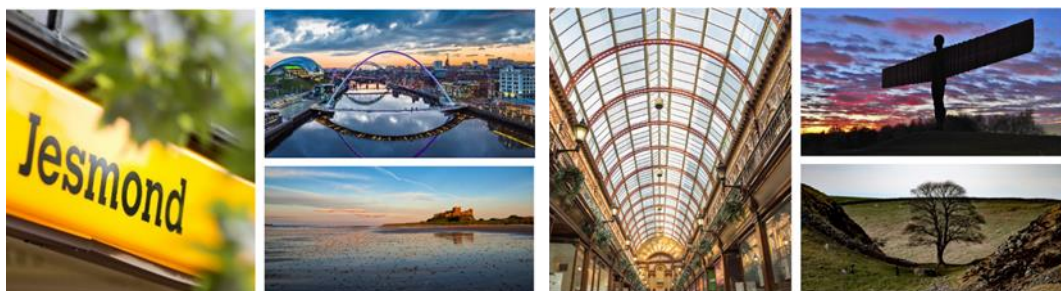
If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

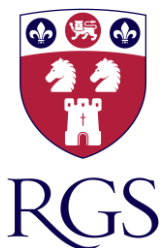
The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

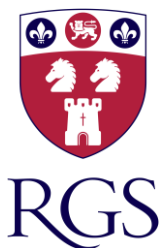
There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





MAIN TERMS AND CONDITIONS

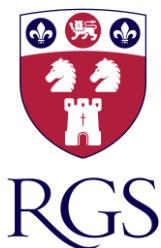
- This is a full-time, full year, permanent role.
- The successful candidate will be required to work all staff training days throughout the academic year.
- The successful candidate will also be expected to work on the annual safeguarding training day in September each year, which is compulsory for all staff (date varies each year).
- The post will report to the Technical Manager and work collaboratively with the Performing Arts Centre team. This role will support and work with colleagues from across the school.
- The core working hours will be 37.5 hours per week, Monday to Friday, 8.30am until 4.30pm (7.5 hours per day) with a 30-minute unpaid lunch break however, there may be occasions where the employee is required to be flexible regarding start/end times.
- The Audio-Visual Technician will be required to work on evenings and on weekends, as and when required, to support the key events and performances in the school calendar and specific timings will be confirmed by the Technical Manager from time to time.
- The Audio-Visual Technician will be requested to opt out of the Working Time Regulations and agree to work for more than an average of 48 hours a week over a 17-week period at certain times.
- A starting salary will be in the range of c£24K-26K gross per annum, however the actual salary will reflect the experience and skills offered by the successful applicant.
- RGS staff salaries are reviewed on 1st August each year.
- Holidays - This role is not limited to term time only and the school offers a generous annual leave entitlement of 31 days plus Bank Holidays for staff who work all year round. Staff are required to save 5 days of annual leave for when the school is closed over the Christmas period.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Behaviour and Health and Safety, a copy of which will be made available.



WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Supportive and friendly community.

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- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.

HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

Enquiries about this post should be made in the first instance to Ben Squire (Technical Manager) in the first instance. For an informal chat about the post, contact Ben Squire on 0191 281 5711 or email b.squire@rgs.newcastle.sch.uk.

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to jobs@rgs.newcastle.sch.uk by the closing date.

The closing date for this role is 9.00am Monday 14th August 2023.

Interviews are likely to be held week commencing 28th August.

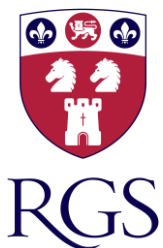
We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis S.Ellis@rgs.newcastle.sch.uk in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2022).

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Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk

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