



JOB DESCRIPTION

JOB TITLE:	IT/AV Technician
GRADE/ ROLE PROFILE REF:	Grade D
WORKING WEEKS/ HOURS:	52 weeks; 37 hours per week
TIMES WORKED:	8.00 am – 4.00 pm Monday to Thursday 8.00 am – 3.30 pm Friday With requirement to be flexible to meet school needs

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: **Network Manager**

GENERAL STATEMENT

To represent The Mountbatten School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for school employees. Attendance at training courses may be required as part of professional updating.

JOB PURPOSE

To manage the day to day running of the Lantern Recording Studio and Lantern Theatre, as used by the school and the wider community.

To proactively support the technical support, delivery and development of performing arts and media-based ICT enabled learning across the school and within the wider community.

To support the school networks, ensuring that the needs of the curriculum and administrative teams are met in terms of IT support and to maintain a high degree of knowledge on network systems.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Oversee the operation of the recording studio and sound and lighting systems in the theatre.
- Undertake the recording, mixing and mastering of GCSE performances, and run the technical aspects of the GCSE Drama exams.
- Support the technical aspects of the NCFE Level 2 Music Technology qualification.
- Manage the setting up and pack down for rehearsals, ensuring the safe storage and maintenance of equipment.

- Effectively run the PA system for the multiple occasions and situations that it is required throughout the year both in and out of school. (*This may involve hire of vans, so a clean driving license is desirable.*)
- Provide technical support across hardware and software, diagnosing and repairing faults in-house where possible, and liaising with third-party maintenance providers and vendors when external repairs or warranty services are required.
- Safely handle, configure, and install PCs, peripherals, and Audio-Visual equipment, including DMX lighting and stage control systems, to support classroom and event needs.
- Install, configure, and maintain stage lighting rigs, sound systems, and dedicated Audio-Visual setups across performance spaces and halls.
- Support school network reliability and performance, terminate Ethernet cabling, and create and manage user accounts and directory access.
- Oversee the deployment, configuration, and day-to-day management of Apple macOS and iOS devices across the school utilising Jamf Pro, including policy management, configuration profiles, and application rollouts.
- Proactively manage Apple hardware performance and ecosystem health, monitoring device storage, memory capacity, and hardware status while performing routine preventive maintenance.
- Ensure data backup routines and endpoint antivirus/malware protections are consistently maintained and verified across all school devices.
- Advise staff and pupils on IT and AV requirements, providing practical guidance while keeping abreast of relevant hardware, software, and educational technology developments.
- Attend regular out-of-hours school events to support the wider school community.

General Administrative Duties

- Assist in evaluating and implementing new IT systems and digital learning tools to enhance classroom delivery and streamline administrative workflows.
- Maintain and operate dedicated stage lighting rigs, sound systems, DMX control units, and Audio-Visual hardware across the Music Academy, halls, and performance spaces—diagnosing faults and carrying out in-house repairs on music and audio equipment where feasible, or liaising with external vendors for complex services.
- Audit, Asset, and log all new IT hardware and peripherals, maintaining accurate inventory records throughout the equipment lifecycle.
- Work directly with teaching staff and pupils to support technology-integrated lessons, providing hands-on assistance to individuals or student groups under teacher direction.
- Collaborate daily with staff to monitor network usage, resolve user access issues, and ensure efficient day-to-day operation of school technology.
- Design, prepare, and deliver practical IT training and user guides for staff, trustees, and external visitors to encourage effective use of school technology.
- Keep up to date with emerging educational technologies, software products, and IT services, sharing relevant recommendations and updates across the school.
- Perform any other reasonable duties aligned with the role as requested by the Executive Headteacher or delegated leadership.

Support for the School

- Ensuring equipment is maintained to a safe standard.
- Ensuring that the school adheres to all the IT legal requirements e.g. licensing.
- Adhering to school policies and procedures
- Data Protection Act
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
 - To contribute to the overall ethos/work/aims of the school.

- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- To participate in training and other learning activities and performance management as required.

This is not a definitive list of tasks for this post. It is a guide and will be reviewed on an annual basis. Amendments can be made at any time in consultation with the post holder.

The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirement of the Data Protection Act (DPA), details of which are available from the Data Protection Officer.

NOTES

- The school site open between hours of 07:00 and 22:00 and Support Staff occasionally are requested to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed by the line manager and processed via the HR Manager to enable records to be kept.
- A maximum of 50% of your leave entitlement may be taken during term time.
- You must save leave for the Christmas period when the school is closed.
- Occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher/Director of School Services.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW

All support staff undertake an annual appraisal in line with school policy and practice. This postholder's appraisal would be line managed and undertaken by the Network Manager.

Date Prepared:	15 October 2026
Prepared By:	Chris Goodrich - CFOO
Date Reviewed:	
Reviewed By:	

**PERSON SPECIFICATION
FOR
IT TECHNICIAN**

Attributes	Essential	Desirable
Education/ Qualifications/ Training	Likely to possess relevant music industry experience Likely to possess some experience in network management. Likely to hold recognised computer or network management qualification at NVQ 3 or equivalent experience. Good literacy and numeracy.	Experience of working in a learning environment.
Experience/ Skills/ Knowledge/ Aptitude	Experience of running a recording studio Experience of installing and configuring computer hardware and software. Experience of configuring and managing networks. Knowledge of computer systems/networks and a range of software applications. Understanding of health, safety and welfare regulations and best practice affecting IT. Understanding of Data Protection requirements. Able to communicate and explain computer systems and procedures to adults and students. Able to solve problems and design solutions and demonstrate IT support skills. Able to work constructively as part of the wider school team. Able to plan and prioritise own work programmes, work to deadlines and manage conflicting priorities. Able to undertake administrative management tasks.	Experience of Logic Pro and Apple Mac systems Experience of Windows Server and Active Directory. Experience of Hyper-V. Full use of Windows 10 and 11. Experience using SIMS. Experience using Apple/MAC systems. Experience of Apple iOS devices. Experience of MDM solutions such as Jamf/Intune. Experience of Logic Pro. Experience of installing and terminating CAT5/6 cabling.
Work-related Personal Requirements	Able to keep accurate records and work within agreed frameworks. Able to respond to speedy changes in technology and learn and apply new solutions. Flexible approach to work pattern	

Motivation	Able to identify own training and development needs and those of others and participate in activities to address them	
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