



DRAYTON MANOR HIGH SCHOOL



The Parliamentary Review

Ambition

Character

Civic virtue

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WELCOME FROM THE HEAD

Dear Applicant

Thank you for the interest you have shown in the post of Music Technician at Drayton Manor High School and welcome to our inspiring and exciting school that provides a truly exceptional education.

Drayton Manor is a heavily oversubscribed, diverse, vibrant and successful school with proud traditions and an excellent reputation. Our school motto of *'Nec Aspera Terrent - hardships do not deter us,'* is at the heart of our ethos and we live this vision every day in our work with our students and everything that we do. The school is a calm and purposeful place where good manners and good behaviour are considered essential. We have no doubt that this moral education and the way it is combined with academic expertise are key factors in our school's success.

Our teachers have excellent subject knowledge and are adept at not only preparing our students for examinations but for building their confidence so they are well prepared for their future lives, whatever their chosen path. We are very proud of our rich and wide curriculum which supports the growth and development of our student body and staff play an integral role in supporting this.

It is over 95 years since Drayton Manor opened in 1930 and we continue to build on the successes of the past to put the school in the best possible position for the next 95 years. Our school is a positive, welcoming and encouraging environment, which is a reflection of the outstanding contribution our staff members make to all aspects of our busy school life.

Drayton Manor recognise and value continued professional development. Deliberate Practice, Curriculum specific training and Instructional Coaching are at the heart of our pedagogical training model with every teacher having the opportunity to work one-to-one with a coach. Additionally, we have a legacy of developing educational leaders including supporting staff through a range of National Professional Qualifications. The successful candidate will be able to demonstrate an ongoing commitment to professional development in all areas of their practice.

We offer

- The opportunity to work for an organisation which is value-driven and places our students at the centre of everything we do
- The opportunity to work with fantastic students who are aspirational and driven to succeed
- Access to high quality CPD and support with career progression to Deputy Headship and Headship
- Flexible and remote working opportunities mapped onto each professional's calendar
- Access to a private health care and wellbeing support package
- Magnificent buildings and an attractive and harmonious working environment
- An exciting opportunity to be involved in shaping the future direction of the school

Candidates who have extremely high expectations and who are keen to take a full and active role in the life of the school are encouraged to apply. This role requires excellent communication skills, meticulous attention to detail and a firm commitment to upholding the ethos, values and expectations of the school.

As an inclusive employer we are seeking candidates from a range of backgrounds and invite you to visit our website, which offers further information about the school, or contact HR (hroffice@draytonmanorhighschool.co.uk) if you have any queries or would like to arrange a site visit.

Yours faithfully,



Mrs Lisa Mills

Headteacher



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE Music Technician

GRADE **Grade 4, Point 7**, Term Time, 40 weeks per year
Monday to Friday, 8.30am to 4.30pm
The successful candidate will be required to work additional flexible hours in accordance with the needs of the school

RESPONSIBLE TO The Head of Music

JOB PURPOSE To provide technical and administrative support by undertaking a range of technician tasks designed to facilitate smooth, effective delivery of curricular and extra-curricular activities within the areas of Music and also Dance and Drama

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- To undertake reasonable duties as directed by the Head of The Music Department
- To provide technical support for whole school and Music Department events including Open Evening, Christmas Concert, School Production, Drayfest etc. through designing and operating lighting and sound systems for rehearsals and performances
- To take a leading role in running regular Music Department Events, such as Keyboard in the Canteen and Assembly Piano
- To support the administration of events for example through communications regarding student permissions and registers
- To record and liaise with other stakeholders to share recordings of performances with parents and provide photos and writeups for internal use
- To support students throughout the school who are interested in pursuing the technical side of the Arts through running a 'tech club' and employing a 'tech team' to work on school events

- Supporting the smooth running and administration of the music peripatetic teachers and instrumental hire process including invoicing, timetabling and maintaining registers
- Managing the recording, presentation and submission of student work for practical music examinations
- The monitoring, recording, storage and maintenance of equipment, including technological equipment to meet the needs of the faculty.
- Cleaning and duty of care of instruments and equipment
- Liaise with IT department to support, as necessary, the setting up and first line maintenance of IT equipment
- Liaise with external agencies where necessary to ensure the upkeep of instruments where specialist support is needed
- Responsible, under the supervision of the Head of The Music Department for the ordering of instruments and equipment
- Preparing and laying out of instruments and equipment as necessary. This will include setting up sound equipment for band rehearsals and performances
- Preparing technological teaching and extra-curricular resources using department software
- To record and store GCSE and A Level Music performances that will be used as coursework as well as general maintenance of department files
- Day to day communication, liaison and co-operation with all members of Music Department staff in order to contribute to the continual improvement of Music teaching and the wider life of the school
- Such other reasonable duties including reprographics as may be requested by the Head of Music in line with the general scope of the post
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with



DRAYTON MANOR HIGH SCHOOL

PERSON SPECIFICATION

POST TITLE Music Technician

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Sound general education 	<ul style="list-style-type: none"> • Further qualifications • GCSE/A Level in related subjects (Music Tech)
Experience	<ul style="list-style-type: none"> • Experience of working with Music 	
Ability / Skills	<ul style="list-style-type: none"> • Ability to rapidly learn new skills • A working knowledge of music technological equipment, its use and maintenance • An awareness of the need to plan for Health & Safety • Ability to meet deadlines • Ability to use sound and lighting equipment for productions and shows • Ability to set up recording equipment to record performances with excellent quality on a wide variety of electric and acoustic instruments 	<ul style="list-style-type: none"> • IT skills
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to equal opportunities • Ability to promote and support the school's Equal Opportunities Policy 	
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	
Disposition	<ul style="list-style-type: none"> • Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour 	<ul style="list-style-type: none"> • Strong interpersonal and liaison skills

	<ul style="list-style-type: none"> • To believe in the importance of team work and a collaborative approach and be able to build supportive working relationships with colleagues with good communication. • Evidence of commitment to and understanding of collective responsibility 	<ul style="list-style-type: none"> • Able to demonstrate a degree of empathy with students
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EMPLOYEE BENEFITS



STAFF PRIVATE HEALTHCARE

All Staff have access to Private Healthcare Membership at no cost



PROFESSIONAL DEVELOPMENT

Ample opportunity for professional development. Education Professionals never stop learning



CYCLE SCHEME

Salary sacrifice Cycle-to-work scheme available to all staff



PAID DUTIES & FREE MEAL

Free lunch provided for each paid duty carried out at £24.50/hour



COMMUTE TO WORK

Within walking distance of Hanwell & Drayton Green Rail Station and accessible by E1, E3 and E11 buses & Elizabeth Line



WORKING HOURS & FLEXIBLE WORKING

Flexible and remote working opportunities are mapped onto each professional's calendar

THE APPLICATION PROCESS

Candidates should complete an application form describing how their skills, knowledge and experience match the job description and person specification for the post of Music Technician.

This should be sent via email to hroffice@draytonmanorhighschool.co.uk to arrive by 12 noon, Tuesday 16 June 2026. You can download an application form [HERE](#).

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The closing date is 12 noon, Tuesday 16 June 2026.

Drayton Manor is committed to safeguarding and promoting the welfare of all children and young people. We recognise that this is an integral factor in recruitment and selection and is an essential part of creating safe environments for all children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo enhanced child protection screening relevant to the post, including checks with past employers and the Disclosure and Barring Service (DBS).