



JOB DESCRIPTION

JOB TITLE: Media and Mobile Device Manager

GRADE: Pay grade 30 - 33

PURPOSE OF JOB: To support the school with regard to managing the audio visual, multimedia services, website design as well as managing mobile devices (iPad and eReaders). To assist with general ICT support when required.

RESPONSIBLE TO: The IT Manager and to the Head Teacher in all matters.

EMPLOYMENT DUTIES:

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

General

1. To be responsible for all the schools media equipment and its use. This includes videos, DVD, cameras, video conferencing, PCs associated with media production, editing and recording facilities and the school's Training Studio and Recording Studio. To order materials and equipment under supervision of line manager, allowing sufficient time to maintain adequate levels of supplies.
2. To be responsible for managing staff and student iPads using mobile device management applications.
3. To be responsible for managing and maintaining student eReader devices including purchasing, deployment of books and resources.
4. To be responsible for all the school's recording of activities and for back-up and storage of media.
5. To line manage an audio visual apprentice as required.
6. To be responsible for the school's media library of purchased and recorded media.
7. To ensure that all equipment and facilities are well maintained, secure and in a safe working condition.
8. To maintain all equipment records including asset inventories and financial records.
9. To liaise with external contractors as required with regard media equipment, facilities and use.
10. To ensure full compliance with health and safety requirements and legislation.
11. To maintain back-up of materials and ensure that media is virus free.
12. To assist with or complete website design.

Supporting Teaching Faculties

1. Drama Studio maintenance.
2. Lighting design for shows.
3. Rigging/striking lights for shows/examination pieces.
4. Video/Edit examination work/KS3-4 assessment work.
5. 'Calling' school shows – (light and sound).
6. Aiding students in use of editing facilities for Media coursework.
7. Working with students to offer advice about filming Media coursework.
8. Give assistance with PC editing facilities available in Media.
9. Booking of school equipment e.g cameras for staff and students.
10. Recording (sound/video) of examination work/recitals.
11. Recording (sound/video) whole school concerts /performances.
12. Working with students to support the use of iPads and eReaders.

Whole School Support

1. Setting up sound/lighting for whole school evenings, e.g. Prize Giving, Secondary Transfer.
2. Setting up of equipment (sound/light) for assemblies.
3. Setting up of audio visual equipment (e.g. projector) for occasions detailed above.
4. Maintenance and repair of whole school sound/audio visual equipment.
5. Recording of TV, video and sound and supporting all faculties in their use of light and sound.
6. Maintaining a library of audio/visual resources.
7. Support the school with general technician duties as required, including reprographics.
8. General IT and other technical support as required.

Managing School Media Facilities

1. Managing the Radio Station, Training Suite and Recording Studio.
2. Managing mobile devices including iPads and eReaders.
3. Supervising and managing the recording and production of radio station broadcasts.
4. Live recording of lessons.
5. Library of recorded lessons.
6. Training Room Bookings & Maintenance

To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time by the Head Teacher to meet the needs of the school.

Post Holder: _____

Head Teacher: _____ Date: _____