



Twyford Church Of England Academies Trust

“I have come that you might have life
and have it to the full” John 10 v10

Job Description

Job Title:	AV and Events Manager
Grade:	Grade 10 (£43,440 – £46,653)
Line Manager:	Director of Technical Services
Hours:	<i>Full-time (35 hours/week, 52 weeks/year)</i>
Location:	<i>May be required to work at any Trust School</i>

Main purposes of the job:

1. To coordinate events and productions, providing operational and technical support to performances and events in various School locations
 2. To manage audio visual infrastructure.
 3. Ensure compliance with regulations and best practice.
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Main Responsibilities and Tasks:

1. Event coordination and production:

- Collaborate with school staff, event organisers, and third-party vendors/contractors to coordinate AV requirements for concerts, school productions, assemblies, Drama/Music exams, workshops and other events.
- Ensure high-quality audio-visual delivery for all events, advising event organisers on optimal acoustics, lighting, stage plans, audience layout, AV/IT specifications, health and safety issues, and other arrangements.
- Oversee the technical setup and operation of AV equipment for live events, including sound systems (Midas), lighting (Zero 88, ETC Ion and AVOLITES), video equipment, and projections.
- To plan for the calendar of performances and events, in conjunction with the weekly Communal Spaces meeting and booking process (operated through the Central Administration and Communication team) and supported by the Facility Management Site Services team.
- To act as technical lead for school performances and other high-profile events.
- To act as budget holder for the audio-visual budget for events.
- To coordinate staffing resources which may include other IT/AV Team Members, contractors, student volunteer technicians and your own time, liaising with the Director of Technical Services over TOIL (time off in lieu) arrangements when supporting these events personally.

2. Management of AV infrastructure:

- Stay updated on the latest AV technologies, trends, and best practices to ensure the schools' AV setups remain state-of-the-art.
- Proactively identify opportunities to improve AV systems and event management processes to enhance the overall experience for students and staff.
- Lead the planning and execution of AV-related projects, ensuring timelines, budgets, and quality standards are met.
- Liaise with third-party contractors, suppliers, and external service providers to ensure smooth and seamless infrastructure improvements and services.
- To maintain an asset inventory for all AV equipment (including performance spaces, classrooms and various locations around school).
- To act as budget holder for the departmental budget.

3. Ensure high standards of compliance with regulations and best practice:

- Ensure all AV setups adhere to relevant health and safety standards and regulations, including regulatory and recommended inspections e.g. LOLER, PUWER etc.
- Conduct risk assessments for events and equipment usage, providing safe working environments for staff and students.
- Develop procedures and guidelines for team members to follow.
- Meet regularly with the other members of the IT/AV team involved in delivering events and student volunteer technicians to provide direction, support and quality control.
- To have overall technical responsibility and accountability for the AV architecture.
- To ensure the Trust complies with appropriate licencing schemes relating to media (ERA, PMSE etc.) and reports to said bodies as required.

4. General duties

- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person. Similarly, to adhere to School health and safety policy, including risk assessments and safety systems.
- The AV and Events Manager will undertake other duties of a similar nature, at the discretion of the Director of Technical Services and the Headteacher, that are consistent with the overall nature of the post.
- To attend and participate in meetings, training, performance management processes and professional development, as required.
- To contribute to the overall ethos of the School.

Key measures of success

- Event success rate: The number of events that run smoothly without significant AV-related issues (e.g., no technical hiccups or failures during concerts, school productions, assemblies, Drama/Music exams, workshops and other events).
- Customer feedback: Positive feedback from event organizers, speakers, and participants regarding AV services provided during events.
- Budget adherence: Managing the AV budget effectively, ensuring resources are used wisely and without overspending.
- Team productivity: How efficiently the AV team operates, including training and supporting team members to enhance performance.
- Cross-department collaboration: Successful collaboration with other departments (IT, Facilities, event coordinators, etc.) to ensure seamless event operations.
- System uptime: Ensuring that AV systems are fully operational and experience minimal downtime.

- Safety protocols: Ensuring that all AV equipment is set up and used in compliance with safety standards.

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Specification

Education and Qualifications	Essential	Desirable
Educated to at least GCE 'A' level or equivalent standard	✓	
Degree in a technical subject		✓
Specialist AV training/qualification	✓	
ICT training/qualification		✓
Management training/qualification		✓
Health & Safety qualification		✓

Skills, Knowledge and Experience	Essential	Desirable
Experience of working in a customer services environment	✓	
At least 3 years of experience as an AV Manager	✓	
Knowledgeable about AV / Lighting systems	✓	
Knowledge of Health and Safety and Safeguarding	✓	
Experience of supervising the work of others	✓	
Experience of training others	✓	
Experience of working within a school environment		✓
Ability to learn and comply with procedures	✓	
Excellent ICT skills	✓	
Knowledge of basic building maintenance procedures		✓
Knowledge of Health & Safety	✓	
Knowledge of Lighting and Sound Systems	✓	

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Good team worker, willing to help where and when needed	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills; approachable, calm and professional	✓	
Excellent attendance and punctuality	✓	
Tenacious, good at problem-solving	✓	

Key Terms and Conditions

Pay:

Grade 10 (£43,440 – £46,653). Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Hours of work:

The working week is 35 hours. Core hours of work are 7:30am – 3:30pm with a one-hour break, plus time off in lieu for evening events, lettings and weekend working as required, with accumulated hours taken off during school holidays. Hours of work as arranged with the Director of Technical Services.

Leave entitlement:

Annual holiday entitlement of 25 days per year plus 3 days at the end of December (when the school is closed) plus 8 public holidays. Entitlement increases to 28 days after 5 years' service.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.