



The Purcell School  
for young musicians



Music Technology Assistant  
(full-time - term time only + 4/6 weeks)

From February 2022

INFORMATION FOR CANDIDATES



## INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

**Paul Bambrough**  
Principal

## ROLE DESCRIPTION

### Music Technology Assistant

#### JOB SPECIFICATION

This is an exciting opportunity for a Music Technician to work with some of the country's most gifted musical students. In this varied role, you will be an integral part of the team, facilitating the smooth running of the Music Technology department. You will be hardworking, energetic and highly enthusiastic about all areas of music tech. The ideal candidate will be self motivated and able to use his/her initiative but be equally happy to follow instructions.

The Purcell School is home to two state-of-the-art recording studios, three computer classrooms each equipped with 11 iMacs running Logic Pro X, Pro Tools, Sibelius and Dorico. In addition there are two performance areas each equipped with automated recording and PA systems. We also have the main studio running Logic and Pro Tools digital audio workstations. Adjacent to the control room is a large live room, providing a reasonably dead acoustic for close mic recording. If a more ambient room is needed, there are full audio and visual links to the Recital Room located on the first floor.

Several of the teaching rooms are linked directly to the studio making it possible to record a range of the highest quality pianos. On the top floor of the NMC there is a smaller control room with audio and video links to the rest of the building. This can be used to make recordings or to edit work with an excellent view.

Music Technology is seen as integral to all aspects of musical life at the school with all performances being recorded and made available to pupils. As a video recording is now a requirement for many competition entries, there are facilities for video recording and editing.

As well as being offered as an AS and A-level subject, music technology is introduced to the pupils in lower years in composition and special courses. Through a wide range of creative projects, students are taught how to use the studios and computers for multi-track recording, mixing, sampling, sequencing, arranging, electro-acoustic composition, film composition, producing and sound engineering. Composition students make extensive use of the department facilities for both their individual and examination work. As well as the head of department and assistant there is a visiting teacher of Audio Production who offers individual first study tuition.

## TERMS AND CONDITIONS

This is a full-time permanent post, term time only (34 weeks) plus four to six weeks to be worked during the school holidays as advised.

The salary will be in the region of £23K p.a. **PRO RATA** with a contributory pension scheme.

Lunch can be taken at school free of charge during term time. Free onsite parking.

There is a sixth month probationary period and the post is subject to regular appraisal.





## HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting **Personal Statement** to the Bursar as soon as possible. Please do not send a separate curriculum vitae. Closing date for applications is **17th January, 2022**

Personal statements should outline your experience and evidence your achievements. If you have a specific area of specialism or industry experience, please demonstrate how this enables you to contribute to an outstanding student experience.

Interviews will be held during **week commencing 24th January, 2022**. Interviews will explore technical experience, the ability to relate appropriately to students and a willingness to contribute to the whole School community. Candidates will be required to bring evidence of identity and qualifications to the interview. We hope to hold interviews in person, but this may change to online, depending on the circumstances.

Please note that the School reserves the right to withdraw the vacancy at any time.

**Applications should be made to the Bursar, sent by email to [recruitment@purcell-school.org](mailto:recruitment@purcell-school.org) to:**

Mr A Wroblewski, Bursar  
The Purcell School, Aldenham Road, Bushey, Hertfordshire, WD23 2TS

## CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

## EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



# JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **JOB TITLE: Music Technology Assistant**

- Reporting to the Head of Music Technology

This job specification sets out the main duties of the post at the time of drafting. Specific responsibilities are as follows:

Main areas of responsibility:

- maintain the studios, computer music suites, PA and AV systems
- maintain and upgrade department equipment
- ensure the secure storage of all department equipment
- ordering/resale/recharging of consumable media.
- maintain inventory of all AV, Studio and Computer equipment
- organise the Sale and/or disposal of equipment where necessary
- maintain records of department finances and budget
- manage the use and loan of studio equipment
- provide technical support for concerts requiring AV systems
- liaise with the network manager in maintaining the Apple Mac computer interface with the main school servers
- develop the hiring out of the studios and associated recording areas for professional recordings
- support teaching, learning, performances and events which use music technology
- provide technical support at some outside concerts including the allocation, packing, loading and unloading of recording and PA equipment
- manage concert and student recording together with live streaming and filming

## **FOR ALL STAFF**

- **To promote the aims and values of the School**
- **To support and protect the interests of the students**
- **To support colleagues in their work**
- **To ensure the smooth-running of the School and the well-being of the School community**
- **To act in accordance with the current legal requirements, School policies and guidance on the safeguarding of children and young people**
- **To undertake such administrative and supervisory duties as may be required**
- **To follow the procedures and policies set out in the Staff Handbook**
- **To promote equality by actively protecting staff and students from discrimination**
- **To comply with current Health and Safety regulations and best practice**

# PERSON SPECIFICATION

Experience & Knowledge
A post A-level qualification in any music technology specialism or equivalent
Knowledge of a wide range of audio equipment and software
Experience of working in an educational setting (desirable)
A particular interest and ability in Sound Engineering and audio visual equipment
Excellent knowledge and understanding of the concepts and skills essential for student success
A record of excellent attendance and punctuality
Experience in making live audio recordings.

Ability & Skills
Exceptional IT skills, particularly with Apple Mac computers
Knowledge of a range of music software, especially Logic, Pro-Tools and Steinberg
The ability to engage with young people and develop positive and meaningful working relationships
Experience of live engineering (desirable)
Understanding of relevant Health and Safety procedures
The ability to work independently, take initiative and solve problems
Excellent planning and organisation skills with the ability to handle competing demands on your time
Strong interpersonal skills, with the ability to communicate effectively with students and colleagues
Ability to work under pressure and to meet deadlines, with a high level of organisation and efficiency
Full clean driving licence (desirable)

Personal Attributes
Willingness to play a full part in the life of the School
A passion for all areas of Music and Music Technology
Enthusiastic supporter of creativity with energy and imagination
Willingness to work flexibly
Enthusiasm, energy and imagination