

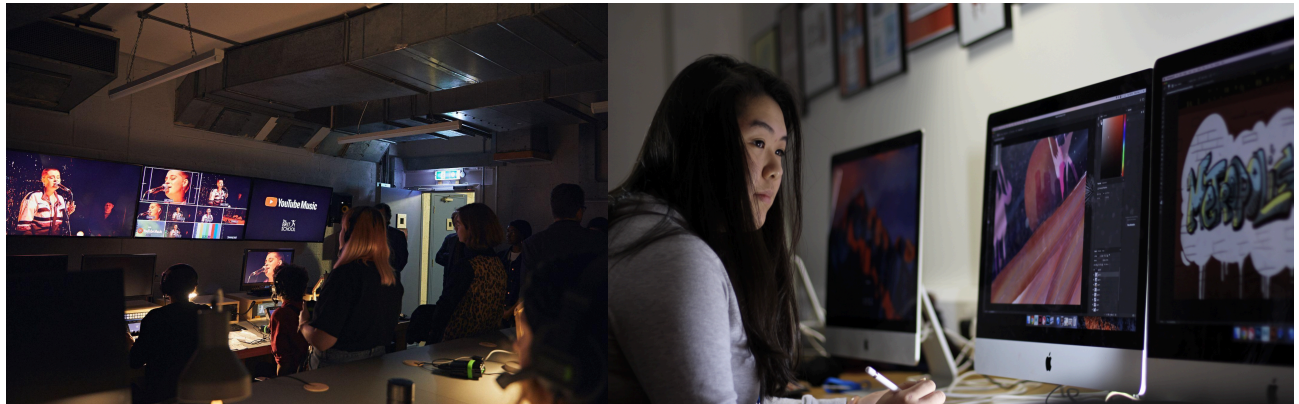
Media Technician

Term Time Only + 2 Weeks

Start Date: ASAP

The BRIT School

An exciting opportunity has arisen to join the school to work alongside both the Interactive Digital Design and Film & Media Production teams. We are seeking to appoint a highly motivated and enthusiastic Media Technician to provide technical support for teaching staff and students across both Interactive Digital Design and Film & Media Production, with the provision and maintenance of both departments.



This position is a very important role within the organisation. We are looking for someone who has a clear passion for the ethos, impact and ambition of The BRIT School.

The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of academic subjects. It is sponsored by the British Record Industry and has a unique relationship with the performing arts industries.

The Brit School runs a 5 Term academic year with some school holidays falling at different times to the usual Local Authority school breaks. Please see our website for further details of our term dates.

The BRIT School is committed to Equality, Diversity and Inclusion.

Applicant Information Pack

Closing date

1st September 2025 (9AM)

Interview date

W/C 15th September 2025

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A Message from the Principal



Creativity is crucial to the future of our economy and society. For 30 years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

Young people who choose to come here are given the tools to carve out their career, the space to think and the environment to be themselves. This is a playground with professional boundaries where the raw talent of 14–19 year olds meets the nurturing expertise of world-class teachers.

The BRIT School revolutionises the lives of its students; 99% of all students who have graduated find work in a huge range of creative industries, or enrol for higher education or training. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities. As the Good School Guide articulates, “You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.” This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.

A handwritten signature in blue ink that reads "Stuart Worden". The signature is written in a cursive, flowing style. Below the signature is a faint, light blue circular stamp that contains the text "The BRIT School" and "Croydon" around the perimeter, with "1992" in the center.

Stuart Worden
Principal

Job Description

Job Title	Media Technician TTO + 2 Weeks
Department	Film and Media Production / IDD
Salary	£32,287 - £34,697 pro rata (£34,929- £37,536 FTE)
Grade	Band 5
Hours of Work	35 hours per week
Contract Type	Permanent, Term Time (+ 2 weeks)
Responsible to	Senior Media Technician
Responsible for	None
Job Overview	<p>To provide technical support for teaching staff in the mac suites, TV studio and radio studio spaces.</p> <p>To support department teaching staff and students with equipment provision.</p>

Key Responsibilities

- To ensure that the technical facilities of the computer suites, TV studio, and radio studio are running efficiently
- Collaborate with IT to maintain and update the PC & Apple Mac digital edit suites, Macbooks, iPads and XP Pens as necessary
- Maintain and organise all relevant technology and equipment as well as the store room as necessary
- Operate a system of equipment loans to both Film & Media Production and Interactive Digital Design teaching staff and students, ensuring safe usage and return
- Arrange periodic servicing of all equipment as necessary.
- Responsibility for the procurement of relevant resources
- Convert, compress and archive all student and department work. Update, delete, file manage and store all work on the server.
- To support and guide both Interactive Digital Design and Film & Media Production teaching staff and students in the use of equipment
- Working with the IT department where necessary, ensure all technical equipment/software/user access is checked and ready for teaching at the start of terms

- Deliver workshops of a technical nature to support curriculum delivery as requested by Senior Media Technician or teaching staff within lessons.
- Provide technical support on department shows and BRIT Live broadcasts throughout the academic year.
- Technical support for all department community projects.
- Filming and editing any requirements for opening evenings, department shows and department promotional content.
- Contribute towards the departments' social media accounts.
- Utilise google drive for Desktop to transfer server data to google drive.
- Perform housekeeping end-of-year procedures in line with the data retention.
- Produce example content for examination boards as necessary.
- To manage all orders and deliveries for the department and maintain agreed stock levels
- To undergo any training required in order to perform duties efficiently.
- To attend school and departmental meetings and Inset.
- To work some evenings during open days, BRIT Live, department events and whole school events for which time off in lieu will be given.
- To exercise a commitment to the school's mission statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies.
- To undertake any other duties or one-off tasks at the reasonable request of the Principal/SLT/Line Manager.

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
Education and Training	Media based qualification	E
	Working at Height	D
	Manual handling	D
Experience	Proven ability and detailed knowledge of using and maintaining digital video cameras and other filming equipment	E
		D
	Proven ability in and detailed knowledge of key software within the Adobe Suite	E
	Proven ability of using and organising systems for equipment loans and maintaining equipment	D

	Previous experience of working in a digital technology industry	D
	Proven ability in instructing students in the use of Adobe CC and other software packages	D
	Proven ability in the upkeep of social media accounts or similar	
Knowledge, Skills and Qualities	Proven ability, knowledge and understanding of how to use a range of hardware & software for the production of digital media	E
		E
	Excellent knowledge and experience of using and maintaining live visual and broadcasting equipment	E
	Good literacy & numeracy skills	E
	Well organised and methodical with good attention to detail	
Personal Qualities	A willingness to learn and develop your skills on the job over time	E
	Good personal skills and the ability to communicate clearly and effectively with staff, students, parents/carers and visiting companies	E
	A flexible and enthusiastic approach to work with an ability to prioritise demands across facilities and organise own time	E
	Excellent time keeping and reliable	E
	Passion for film and media	E
	A commitment to the Schools mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.	E
	Ability to use own initiative and work as part of a team	E

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

Terms and Conditions

Availability	To start ASAP
Contract Type	Permanent
Hours of Work	35 hours a week
Salary	<p>The BRIT School Pay Scale Band 5 increment points 19-24</p> <p>£32,287 - £34,697 FTE (£34,929- £37,536 pro rata)</p> <p>Appointments will normally be made to the first point of the grade. Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.</p>
Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.
DBS Check	The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
Probation	The post has a six months' probationary period.
Notice Period	This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 4 weeks.
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff can request complimentary tickets for each school production
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £50 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme www.cyclescheme.co.uk
Pension	Support Staff are automatically enrolled in the Croydon Council Pension Scheme.
Counselling Service	The BRIT School offers a free in-house counselling service.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	Library – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.

About Us

About Us

The BRIT School is the UK's first and leading free performing and creative arts school for 1,450 young people aged 14 to 19. The School – an exempt charity based in Croydon – provides a unique education for over 1,450 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

It invests in the future of the UK's cultural wealth by nurturing young artistic talent from all backgrounds and teaching the skills needed by the rapidly growing creative industries.

BRIT stands for the British Record Industry Trust and funding from the BRIT Awards and BRIT Trust is invested in the professional facilities and equipment at the School.

The School opened in 1991 and over 14,000 students have been educated at The BRIT School including Adele, Amy Winehouse, Jessie J, Katie Melua, Leona Lewis, Tom Holland, RAYE, Olivia Dean, Loyle Carner, The Feeling, Rizzle Kicks, Cush Jumbo, Blake Harrison, The Kooks and Lola Young. In total, students from the School have been responsible for selling over 280+ million albums, 70+ billion streams of BRIT alumni songs between 2018-23 and winning 43 high profile awards including BRIT Awards, Grammys, BAFTAS, Oscars and Laurence Olivier Awards.

Year on year nearly 100% of students are in education, training or employment after graduating.

In November 2024 OFSTED rated the school 'Outstanding' in all five categories of measurement: Teaching and Learning, Behaviour and Attitudes, Personal Development, Leadership and Management and the Sixth Form provision.

Our Mission - To prepare young people for careers in the creative and performing arts.

Our Values - Original, Responsible, Ambitious, Inclusive, Kind

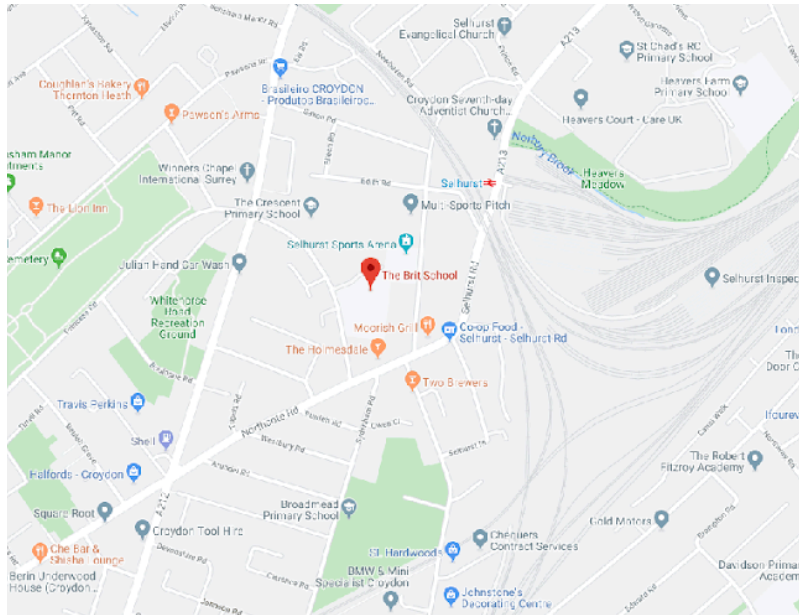
Our Vision

- To train and educate young people for future careers in Performance and Creative Arts industries.
- To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for life in the arts.
- To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.
- To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.
- To be a role model for other schools and organisations in its community work.

Location

The BRIT School is located in Selhurst, Croydon (Greater London).

60 The Crescent, Croydon CR0 2HN



How to Apply

To apply, please complete our [Application form](#) available at our website in the 'Work for Us' Section.

CVs without an application form cannot be accepted.

Closing date

1st September 2025 (9AM)

Interview date

W/C 15th September 2025

The interview will consist of 3 parts, a formal Interview, a role related test and a tour of the school.

Prior to taking up the post an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1400 14 – 19 year old students Britain's leading state-funded school for the performing arts.

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website www.brit.croydon.sch.uk