**Media and Games technician**

**Full time, permanent**

**£24,335 to £27,019**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

At Nescot, we are recruiting for a Media and games technician to join our media department to work alongside a creative and experienced team.

**What we are looking for:**

* Hands-on experience with a range of camera equipment and production tools including DSLRs, Blackmagic camera and GoPros.
* Understanding of how to run a TV Studio
* Relevant qualification in media, film, TV or related.

**Duties/responsibilities:**

* Support Students across L1,2,3 &4
* Manage, maintain and distribute media equipment
* Assist with day-to-day operation and set up if the TV Studio and other facilities.

**Benefits:**

* 27 days holiday
* Blue light discount
* A discounted on-site gym, sports hall, Starbucks fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. At Nescot, we’re proud of our inclusive culture and we welcome all applications. This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date is 22 June 2025**

**Interviews will be held as and when candidates apply**



**Job Description**

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| **Position Details:** | |
| **Title:** | Technician in Media and Games |
| **Department:** | Media and Games |
| **Fraction:** | 1FTE |
| **Status:** | Permanent |
| **Grade:** | TD3 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Curriculum Manager |
| **Functional links with:** | Learners and Cross college Support areas |

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| **Job Purpose:** |
| To teach, train and support students and Lecturer in their practical activities across a variety of courses in the Media and Art department.  To provide support and opportunities for students to achieve their maximum potential |

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| **Main Duties and Tasks:** |
| * To take responsibility for learners in this area * To work with teaching staff in guiding and supporting students * To assist in providing a stimulating environment * To demonstrate the use of and provide technical support to students and staff in regards to gaming software * To manage the ‘Games Hub’ E Sports suite and TV Studio and help students with their projects during their workshop session. * To contribute to the maintenance of stock requirements, equipment, and advise on future upgrading of equipment.      * To comply with the relevant Health and Safety legislation in connection with your work. To be aware of any special requirements of your particular area of work and to assume a level of responsibility appropriate to your role as set out in College Policies and Procedures. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To promote learner’s welfare. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and learners. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc used by your class(s). * To support any visit by your Line Manager, an Ofsted Inspector or Senior Member of the College staff during any classes conducted by you. * To be responsible for the conduct of your class and to support and discipline learners within the College Policy and Procedures to maintain an effective learning environment for all (using the support of line managers and cross college facilities where necessary). To report any instances of misconduct, including by a student damaging equipment, furniture or premises, to your Line Manager. * To co-operate with the quality improvement programme within the college as required and participate in the teaching observation programme. * Organise, manage, and maintain a range of professional media equipment. * Oversee the booking, distribution, and return of equipment to staff and students. * Support lecturers in preparing kit for lessons and workshops. * Assist with the setup and day-to-day operation of the **TV Studio** and other creative media facilities. * Assist with setting up for events such as the end of year show, external screenings, as well as open events. * Accompany staff and students on residential filming trips * Ensure the media facilities are running smoothly and kept to a high standard. * Support students during productions, providing technical advice and guidance. * Collaborate with the teaching team to ensure smooth delivery of course content. * Maintain an inventory of equipment and liaise with suppliers for repairs or purchases. * Ensure all health and safety procedures are followed when using equipment and facilities. |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s). |
| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College. * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values. |
| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College. * The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |
| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. |
| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot’s Health & Safety Policy are available in every Department and/or from Human Resources. |
| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and it’s students, which will normally therefore be at times when students are not in College.  This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HoD Date: June 24  UPDATED BY: HR Date: may 2025 |

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| **Person Specification – technician in Creative Media** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience and or qualifications within the Creative Industries  Willingness and commitment to undertake research and personal development in identified areas to be able to help deliver the curriculum  Knowledge of the Health and Safety requirements affecting the area.  Comfortable managing a large inventory of technical equipment.  Basic to strong understanding of how to run a TV Studio – or a clear willingness and ability to learn  Experience working in the media industry or as a practicing filmmaker. | A  A  I | Recent experience of teaching or training  Recent relevant work experience | A/I  A/I  I |
| **Skills and Abilities** | Good technical knowledge and ability with a variety software Adobe Creative Suite, Cameras and Mac Suites  A working knowledge of managing a TV studio.  Ability to engage and support young adults in a practical learning environment.  Strong working knowledge of camera equipment including **DSLRs, Blackmagic cameras, Sound equipment, and accessories** | A/I/O  A/I | Experience of 3D software | I |

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| **Qualifications** | Willingness and commitment to undertake the Award in Education & Training teaching qualification and undergo College teacher’s toolkit training programme if candidate does not possess recognised teaching qualification  Qualified at degree level or equivalent in the Creative Industries (Exceptions may be made for someone with a wealth experience)  A relevant qualification in Media, Film, Television, or a related field. | A / I  A | Possess the Award in Education or above recognised teaching qualification  Academic and/or professional qualifications appropriate to the subject area taught | A |
| **Personal Qualities** | Able to evidence good communication and team work skills, both written and spoken  Flexibility in working hours – due to the nature of the job some evening or weekend work may be required, for which time off in lieu will be given  Ability to respond to differing learner needs and be proactive to enable them to succeed  Enthusiasm for working with people of all ages, especially young adults and school leavers  Able to evidence organisational and administrative skills  Proactive, and reliable, with excellent attention to detail.  A demonstrable commitment to Equality & Diversity & Nescot values  Commitment to safeguarding, PREVENT & promoting the welfare of learners.  The required health and physical capability to carry out relevant tutor demonstrator activities after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010.  Commitment to continuing professional development  Commitment to sustainability & energy management | I  I  I  I  I  I  I  I  M  I  I |  |  |

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| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |