

TECHNICIAN			
Reference No.	A4275	Type	Individual
Service	Education		
Job Family	Para-professional 4	Grade	FC6

Purpose
Provide an effective technical/maintenance service to all departments of the School and to work with external departments/agencies to ensure corporate and legislative policies are adhered to.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Maintaining, repairing and testing all audio visual, portable electrical equipment and non-electrical curricular equipment to comply with test parameters, to second and third line level if required.	Educated to SCQF level 7 which includes Higher National Certificate (HNC) in Science, Information Technology (IT), Electrical or equivalent and 4 Standard Grades (at level 3 or above) or equivalent in Science subjects, English and Mathematics	✓	
Repairing and replacing electronics board as utilised by pupils to component level.	Ability to work under pressure		✓
Maintaining hand tools and appropriate records within the Technical Department.			

Role Profile

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Liaising with the Senior Technician regarding repairs being carried out by outside agencies.	Confidence and aptitude to deal with a range of tasks (Deliver results – See ‘How We Work Matters’ Framework) Flexible approach to work	✓	✓
Installing, commissioning and upgrading hardware, peripherals, software, and all networked IT devices in line with IT Services.			
Diagnosing/troubleshooting hardware and software faults.	Systematic reasoning and decision making abilities Experience of supporting IT systems	✓	✓
Patching network points and arranging activations.	Ability to use initiative and prioritise own workload (Take ownership) Good skills in computer packages (Embrace technology and information)	✓	✓
Advising all staff in the usage of IT and the suitability of IT equipment.			
Working in partnership with IT Services.			
Preparing equipment, apparatus and materials such as electrical, chemical, living, preserved items, teaching kits for use by teachers and pupils during classes in all departments (excludes food materials).	Ability to work minimum supervision Experience of laboratory tasks	✓	✓

Role Profile

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Setting up in house technical equipment covering whole school activities including outside agency visits.	Good organisational skills (Focus on customers) Flexible attitude to strict deadlines	✓ ✓	
Caring and maintaining any plants and animals required for the school curriculum.			
Preparing, storing and disposing of any microbiological cultures in accordance with the authority's code of practice.			
Designing and producing prototypes, demonstration models and equipment inclusive of year 6 projects from basic/raw material to the finished project.			
Liaising with teaching staff regarding the construction of demonstration equipment/models for class lessons.	Experience of working as part of a team (Work together)	✓	
Advising on the capability, suitability, cost and practicality of materials used in the construction of models/experiments.	Good communication skills	✓	
Designing, constructing and putting together a variety of storage systems, which do not alter the fabric of the building.			
Complying with existing and preparing new risk assessments in accordance with Health and Safety at Work Act and associated Regulations Directives.	Ability to provide a regular and effective service Knowledge of health and safety issues	✓ ✓	
Operating safe systems for all technician workshop practices and disposing on site, surplus chemicals using approved methods.			

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Attending regular Council approved in-service training courses.			
Assisting and advising on the requisition of tools and stock materials used by Technician staff.			
Undertaking appropriate duties for feeder schools when required.	Experience of working in an Educational environment		✓
Maintaining records and databases as appropriate for various items such as chemicals and portable electrical testing.			
Arranging for the return and replacement of damaged goods received from external suppliers in respect to the technician service.			
Liaising with outside agencies such as Health and Safety Officers, Property Services, Service contractors, Fire Service and Police regarding stolen items, inventories, Health and Safety audits, flammable stores and Council contractors.			
Assisting the Senior Technician to train and develop any new staff.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results