

SENIOR TECHNICIAN

Reference No.	I517.01	Type	Individual
Service	Education		
Job Family	Para Professional	Grade	FC7

Purpose

To manage and support the school team of technicians ensuring sound administration, Technical and Health & Safety procedures are in place.

To oversee an efficient technician service to the school.

To work with external departments / agencies to ensure corporate and legislative policies are adhered to, whilst also ensuring a high level of customer service is provided to all staff and pupils.

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
Liaising with Senior Management and other relevant staff in school regarding planning service provision.	Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent in Science, IT or Electrical Moderate experience as main grade technician Experience in Educational environment	✓	✓ ✓
Prioritising and allocating the work of the department taking into account staff strengths, skills and knowledge.	Suitable management qualification Staff Supervision and Management and experience of leading a team (Work Together – See How We Work Matters Framework)	✓	✓

Role Profile

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Managing and supporting a team of technicians through Fife Council people Management Policies, including co-ordinating training and personal development and assisting in recruitment.	Knowledge of Educational procedures		✓
To monitor and review the performance of the department whilst evaluating the work undertaken and encouraging service improvement.			
Working in partnership with peers and other services across Fife Council to direct and develop the school technician service.			
Managing the departmental budget.	Financial skills	✓	
Providing a repair service for all audio visual, portable electrical equipment, non electrical equipment, modular electronic boards, undertaking testing, repairs, replacement or arranging with external agencies for repairs as required. Modifying/repairing existing portable electrical equipment to comply with test parameters, to second and third line level if required.	Experience of working in a customer focused area(Focus on customers)	✓	
Maintaining handtools within the Technical Department in accordance with risk assessments and procedures.			
Installing, commissioning, upgrading hardware, peripherals and software and maintaining networked IT devices (excluding servers and switches) in conjunction with Business Manager.	Creation and upkeep of database systems (Embrace technology and information)	✓	
	Systematic reasoning and decision making abilities	✓	
	Experience with IT systems in a support role		✓
	IT Skills	✓	
Advising all staff in the usage of IT and suitability of IT equipment. Patching network points and arrange activations. Organising the provision of in-house technical equipment covering	Planning and organisational skills	✓	

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whole school activities, including outside agencies.			
Organising and prepare for all departments, equipment, apparatus and materials, e.g. electrical/chemical/living/preserved items/teaching kits for use by teachers and pupils during classes – this excludes preparation and handling of food materials.	Experience of having a flexible approach to work and the aptitude to deal with a range of tasks(Deliver results) Experience of laboratory tasks	✓	✓
Overseeing, and undertaking as required, the preparation, storage and disposal of microbiology cultures in accordance with the authority's Code of Practice.	Ability to work with minimum supervision and under pressure(Take ownership)		✓
Maintaining and caring for plants/animals required for school curriculum.			
Designing, constructing and assembling a variety of equipment storage systems which do not alter the fabric of the building.			
Carrying out research and advising in relation to design, prototypes, demonstration models, equipment and costing for purchasing stock required and the correct procedures for disposal of hazardous chemicals/ materials.			
Liaising and providing advice regarding capability, suitability, costs and practicality of materials used in the construction of models/experiments for class lessons.	Communication skills oral and written	✓	
Ensuring compliance with all existing local risk assessments in accordance with the Health and Safety at Work Act, and associated Regulations Directives, including safe disposal of hazardous materials.	Knowledge of Health & Safety Training(inc. COSHH & Manual Handling)	✓	
Maintaining flammable store register ensuring relevant documentation is displayed in the store, including the training of appropriate staff inclusive of teaching and janitorial in the use of the store, completion of the visitors log.			
Liaising with service engineers regarding annual safety tests and ensuring routine check of fume cupboards and maintain test log.			
Managing safe disposal of surplus chemicals using approved methods and operating safe systems for all technicians' practices.			

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Liaising with the Business Manager/Headteacher regarding technical assistance to feeder schools.			
Inspecting, authorising and arranging for the return/replacement of damaged goods received from external suppliers in respect of the technician service.			
Participating in the Contribution Management process in line with School/Service/Council Improvement Plans.			
Attending regular training courses as required.			
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"/>	

E = Essential Criteria D = Desirable Criteria

Role Profile

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