



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	School Technical Technician	Job Number:	0362
Department:	Education & Children's Services	Grade:	D
Location:	Sgoil Lionacleit & Castlebay School	Date:	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Senior Technician.		

Job Purpose

To provide general support and to maintain and repair a wide variety of equipment in schools and provide practical support to technical teaching staff at Sgoil Lionacleit 4 days per week and Castlebay School one day per week. Liaising with the Head Teacher / PT Technical in Sgoil Lionacleit and Castlebay Schools and the Senior Resources Officer for machinery repairs and maintenance and safety concerns.

Duties

1. Prepare materials for classes - wood, metal, plastics, paper etc. Provide specific and detailed materials ready for exam work by pupils.
2. Receive, check, store and document equipment and materials ensuring COSHH compliance.
3. Grind and sharpen machine hand tools and all blades and accessories to workshop machinery. Procure and replace where necessary (through Resources Section).
4. Repair and maintain hand tools, power tools, machines and all craft room equipment as well as electrical equipment. Procure and replace where necessary – handheld items through school and fixed items through Resources Section.
5. Carry out regular checks on the fabric, H&S signage and services of the Technical Workshops, Craft rooms and technical areas of the school building and report defects to the Head Teacher or to the Property Maintenance Division (Uist/Barra).
6. Maintain drawing instruments and desks.
7. Maintain painting and finishing equipment.
8. Make teaching aids, templates, jigs and apparatus to support pupil demonstrations.
9. Ensure general security of tools, equipment, PPE, materials etc.
10. Store teachers' and pupils' artefacts, materials etc.
11. Execute general technical duties as required such as assisting staff with demonstrations.
12. Undertake demonstrations and deliver explanations to senior pupils where personal expertise and knowledge is relevant with skills for work courses.
13. Undergo and maintain the required training courses to become a backup SSERC certified trainer for workshop machinery safety training (principal trainer based in Nicolson Institute).
14. Provide workshop machinery safety training to teachers and technicians in exceptional circumstances (sickness absence, travel issues etc.).

15. Undertake demonstrations and deliver explanations to senior pupils where personal expertise and knowledge is relevant with skills for work courses.
16. Provide technical support to staff at Lionacleit and Castlebay schools as required.
17. Report any Health and Safety related events, near misses or first aid treatments on the CNES employee incident reporting portal.



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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Job Number: 0362

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Knowledge of COSHH and safe storage of materials. E2. Knowledge of the reporting requirements under RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995).	D1. Good knowledge of automotive engineering. D2. Good knowledge of joinery. D3. Good knowledge of metalworking.
Skills and Abilities	E3. Basic engineering skills E4. An organised approach to the full range of duties required. E5. Ability to work to standards set with minimum supervision. E6. Ability to supervise young people when required. E7. Excellent communication and interpersonal skills.	D4. Ability to repair and maintain vehicles. D5. Technical abilities to maintain and repair machinery and tools.
Education and Experience	E8. Experience of working with machinery in a workshop environment. E9. Awareness of health and safety issues in relation to general workplace activity.	D6. Previous experience of working in a school. D7. Possession of a Workshop Safety Training certificate.
Other Factors	E10. Willingness to undertake training as required. E11. Possession of a current full UK driving licence.	D8. First aid training. D9. Knowledge of Gaelic and/or commitment to learning the language.

