



March 2018

### 1. JOB IDENTITY

|                    |                         |                 |                                  |
|--------------------|-------------------------|-----------------|----------------------------------|
| <b>Post Title:</b> | Whole School Technician | <b>Service:</b> | Education and Children's service |
| <b>Section:</b>    | School Support          | <b>Grade:</b>   | Technician H                     |
| <b>Reports to:</b> | CSN Coordinator         |                 |                                  |

### 2. JOB PURPOSE

- Coordinate the provision of, and work as part of, the school support team to provide a high quality technical support service to the school, using the available resources in the most efficient and productive manner, whilst ensuring that safe practices are followed at all times.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

### 3. CORE RESPONSIBILITIES / DUTIES

- Line manage and support a team of employees (which includes undertaking the employee annual review process) and ensuring the development of the team
- Organise and deploy technical assistants as appropriate according to their knowledge and experience and requirements of the school
- Ensure that equipment is maintained in line with Health and Safety regulations
- Ensure that Health and Safety procedures, risk assessments and associated regulations are in place and adhered to e.g. Electricity at work, COSHH
- Responsible for the control of stock and ordering of materials
- Ensure the preparation of teaching aids and materials and assist in demonstrations as required
- Coordinate and control the maintenance and update records systems as appropriate
- Collaborate with other school personnel to ensure appropriate provision of technician support across the school
- Maintain inventories for goods, services and other equipment as required
- Contribute to the development of the school technician service

#### 4. QUALIFICATIONS AND TRAINING

- Essential:**
- HNC or equivalent transferable experience or skills
- Desirable:**
- Relevant training in any of the areas of core responsibility

#### 5. EXPERIENCE

- Essential:**
- Previous experience of providing a technician support service in schools or industry
  - Previous experience of using computers to track, coordinate and communicate
- Desirable:**
- Proven track record of supervising or leading a small team
  - Previous experience of manual handling

#### 6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to work under pressure and balance service demands in order to meet deadlines
  - Customer focused approach to service delivery with good verbal and written communication skills
  - Flexible and adaptable approach with good organisational skills
  - Proficient in the use of Microsoft packages
  - Ability to work under own initiative and as part of a wider team
- Desirable:**
- General machine maintenance knowledge
  - Knowledge of audio visual systems and set up

#### 7. ADDITIONAL REQUIREMENTS

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|------------------------|------------------------------|
| Driving Compliance     | Not applicable to this post  |
| Politically Restricted | Not applicable for this post |