**Lancashire County Council**

**Role Profile - Operational Context Form**

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| **Post title:** Technician |
| **Directorate:** CYP  | **Location:** | Schools  |
| **Establishment or team:** | Fleetwood High School  | **Post number:** |       |
| **Grade:** | Grade 3 | **Staff** **responsibility:** | None | **Essential Car user:** | No |
| **Purpose of the role (job statement)** |
| To work with teachers and the Senior Technician as part of a professional team to support learning by providing general technical assistance through the preparation and day-to-day maintenance of teaching areas and equipment for pupils. |
| **Accountabilities/Responsibilities – appropriate for this post:**Key duties:1. Set up resources / materials / equipment for lessons
2. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use
3. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse
4. Clean and undertake basic maintenance of equipment as needed and as directed to ensure that it is clean and in good working order
5. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager
6. Undertake record keeping, as directed.

Individuals in this role may also:1. Secure and work with hazardous materials
2. Provide clerical and administrative support as directed
3. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
4. Under guidance sets up equipment and demonstrations for use by others.
5. Undertakes routine equipment maintenance and stock ordering when requested.
6. Work in the school library to issue books.
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| **Additional supporting information – specific to this post.****Indicative knowledge, skills and experience*** Technicians at this grade have no requirement for specialist knowledge or experience and may provide general technical support to more than one subject area.
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| **Prepared by:** | EPR Team | **Date:** | 03/08/2011 |

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers’ needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**Grade Profile**

**Level Three – Operative / Support (Grade 3)**

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| **Level Three Purpose**To carry out a range of tasks in support of, or the delivery of, the service. |
| Scope of Work |
| Role holders will undertake a range of routine procedures and use associated tools and equipment. Some personal initiative may be required.  |
| **Accountabilities/Responsibilities** |
| Role Holders may be required to: * Solve straightforward problems; or
* Carefully use expensive equipment; or
* Handle and process information; or
* Instruct, and check the work of, others; or
* Personal care tasks such as the administration of prescribed medication or the provision of support to passengers who require physical or medical intervention.
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| **Skills, knowledge and experience** |
| * Experience or the ability to demonstrate the competence to carry out of the job.
* Possession of, or the ability to demonstrate the capability to gain, relevant certificates of competence or equivalent where applicable.
* The ability to work without close supervision.

In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.  |
| **Performance Measures** |
| * Completion of tasks to required standards and deadlines.
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