

Lancashire County Council

Role Profile - Operational Context Form

Post title: Technician - Technology					
Directorate: CYP			Location:		Schools
Establishment or team:		St Mary's Catholic High School		Post number:	
Grade:	Grade 4	Staff responsibility:	No	Essential Car user:	No

Purpose of the role (job statement)

With limited instruction or guidance, assist teachers, other technicians or support staff in the preparation and maintenance of teaching resources and equipment for pupils in a particular subject area

Accountabilities/Responsibilities – appropriate for this post:

Key duties:

1. Prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher or other technician
2. Support staff and pupils within lesson environment as directed
3. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse
4. Clean and undertake routine maintenance of equipment as needed to ensure it is clean and in good working order (end of day and weekly routines to be followed)
5. Update records, including production of reports and analysis of information
6. To order materials and maintain stock control

Individuals in this role may also:

1. Ensure the adherence to health and safety regulations by technical support staff within the school
2. Provide clerical and administrative support to the classroom teacher as directed
3. Order resources as instructed
4. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

Additional supporting information – specific to this post.

Post holders may have some specialist knowledge or experience in a technical area

- This profile would be applicable for technicians working in single subject areas such as Science, Design & Technology, Art, Food Technology, Performing Arts or Sport.

Reviewed By	AMD/PTH/CWO	Date	December 2024
--------------------	-------------	-------------	---------------

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 cooperate 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.

Grade Profile

Level Four – Operative / Support (Grade 4)

Level Four Purpose To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.
Scope of Work Role holders will undertake a range of standardised procedures and use associated tools and equipment. Personal initiative will be required within the confines of the role.
Accountabilities/Responsibilities Role holders may be required to: <ul style="list-style-type: none">▪ Plan and organise straightforward tasks; or▪ Exchange varied information with members of the public; or▪ Carefully use very expensive equipment; or▪ Handle and process considerable amounts of information; or▪ Instruct, and check the work of, others; or▪ Provide general information, advice and guidance on established internal procedures.
Skills, knowledge and experience <ul style="list-style-type: none">▪ Previous relevant 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 qualifications, licences or equivalent where applicable. <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
Performance Measures <ul style="list-style-type: none">▪ Completion of tasks to required standards and deadlines.

Lancashire County Council

Person specification form		
Post title: Technician - Technology	Grade: 4	
Directorate: Children and Young People	Post number: 1	
Establishment or team: St Mary's Catholic High School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications NVQ level 3 or Equivalent in Technology specific subject GCSE in English or Maths Grade C or above	D E	AF, I, T AF
Experience Experience of a range of relevant tools, machinery, equipment, materials, CAD, hardware and software Working in an educational setting Health & Safety legislation and practice (training provided where certificates are not up to date)	D D E	AF, I AF, I AF, I
Knowledge, skills and abilities Knowledge of Health & Safety legislation (training available) Ability to manage and order resources To work as part of a team To have a flexible approach to work Proactive approach to training an use of equipment Knowledge of specialist equipment such as laser cutter, band facer, band saw, 3D printing etc Understanding of KS3 POS and KS4 courses	E E E E E D D	AF, I AF, I AF, I AF, I AF,I AF,I AF,I
Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety	E E E	I I I
Prepared by:		Date:

Note: We will always consider your references before confirming a job offer in writing.