

# JOB DESCRIPTION



EAST RIDING  
OF YORKSHIRE COUNCIL

**Job Title:** Technician

**Post Number:**

**Responsible to:** Director of School Business Operations

**Scale Point:** 4

**Overall Purpose of the Job:** Under the overall direction of the Director of School Business Operations, and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient technical service for students and teaching staff.

## Principal Accountabilities:

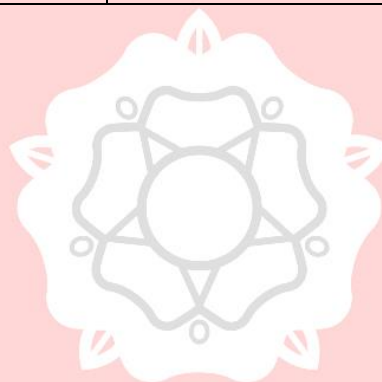
- Preparation and assembly of equipment for demonstration, class practical work, assessments and examinations. Advising staff on safety issues and trialling practical work where necessary;
- To ensure equipment and electrical connections and other materials are left/stored in a safe and secure condition, ready for re-use;
- To undertake minor repairs and modifications when necessary and to assist in the construction of equipment. Be responsible for the safe working of appliances;
- Where applicable, to undertake routine 'resource' tasks, as determined by the needs of the School;
- To assist in maintaining records of equipment, including inventories and records of breakages;
- To inform the Director of School Business Operations of stock to be replaced/ordered. To pack/unpack and stock;
- Monitor and manage stock cataloguing resources and undertaking audits as required;
- To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required;
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment;
- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work;
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risk for technician activities;
- To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard;
- To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel.
- To ensure that any debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities;
- Helping to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance;
- Attend regular team meetings and briefings with department and whole staff.

## General Information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

	Essential	Desirable	How Measured During Recruitment and Selection Progress
<b>Experience, Knowledge &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Good standard of education, including English and Maths including Science</li> </ul>	<ul style="list-style-type: none"> <li>A-level and/or technology qualifications</li> <li>Previous experience of working as a Technician</li> <li>Previous experience of working in a school environment</li> <li>Knowledge of COSHH guidelines</li> </ul>	Application Form Interview Questions References Qualification Certificates Interview Testing
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Good organisational and problem solving skills</li> <li>IT Skills including basic Word, Excel &amp; Outlook</li> </ul>	<ul style="list-style-type: none"> <li>Broad scientific knowledge across all areas.</li> <li>Health &amp; safety knowledge-up to date with current standards of practice in relation to handling hazardous materials.</li> <li>Experience of working with young people</li> </ul>	Application Form Interview Testing Interview Questions References
Competencies			
	Core	Role Specific	
<b>Manage Self</b>	<ul style="list-style-type: none"> <li>Acts with integrity and honesty at all times</li> <li>Reflects on and enhances own performance</li> <li>Manages workload effectively</li> <li>Communicates effectively</li> <li>Is assertive, not aggressive</li> <li>Presents self well and follows school policies</li> <li>Is organised, prepared and equipped for work</li> </ul>	<ul style="list-style-type: none"> <li>Is clear, thorough and accurate</li> <li>Takes personal responsibility for resolving problems</li> </ul>	Application Form Interview Questions References
<b>Working With People</b>	<ul style="list-style-type: none"> <li>Suitable to work with children</li> <li>Treats others with respect</li> <li>Actively seeks &amp; provides support from/to others</li> <li>Displays sensitivity to diverse opinions and contributions</li> <li>Works collaboratively with others</li> <li>Acts as an ambassador for the school</li> </ul>	<ul style="list-style-type: none"> <li>Provides excellent customer service</li> <li>Seeks to support across the school</li> <li>Selects and successfully applies different methods for communicating effectively</li> </ul>	Application Form DBS Interview Questions References
<b>Effective Use of Resources</b>	<ul style="list-style-type: none"> <li>Follows guidelines and instructions to ensure acting within the school procedures</li> <li>Actively seeks to undertake CPD and takes ownership of own development</li> <li>Uses appropriate new technologies</li> <li>Is conscious of costs and value for money</li> </ul>	<ul style="list-style-type: none"> <li>Seeks ways to improve the services provided to the school and by the school</li> <li>Contributes to the administrative support and maintenance of accurate school data/information</li> </ul>	Application Form Interview Questions References
<b>Achieving Results</b>	<ul style="list-style-type: none"> <li>Contributes to projects</li> <li>Plans own workload to meet agreed deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Contributes to business processes ensuring effective delivery of requirements</li> </ul>	Application Form Interview Questions

	objectives and priorities <input type="checkbox"/> Takes personal responsibility for own performance <input type="checkbox"/> Has passion and enthusiasm to deliver beyond expectations <input type="checkbox"/> Recognises problems and issues as they arise	<input type="checkbox"/> Checks own work for quality against agreed standards	References
<b>Facilitating Change</b>	<input type="checkbox"/> Responds positively to change initiatives <input type="checkbox"/> Accepts change as part of the business process <input type="checkbox"/> Understands and contributes constructively to change <input type="checkbox"/> Plans and implements change within own role <input type="checkbox"/> Takes on new or different tasks willingly		Application Form Interview Questions References



HEADLANDS SCHOOL  
SINCE 1965