

MORAY COUNCIL

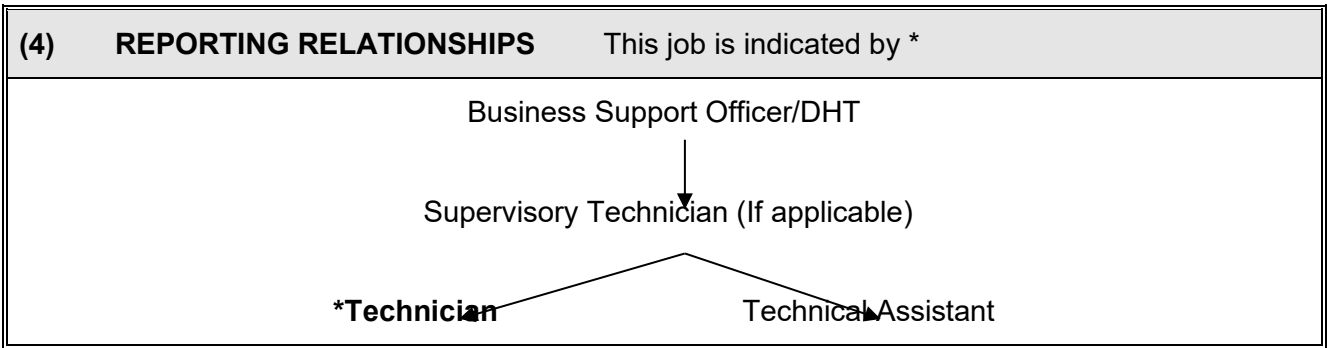
JOB DESCRIPTION

| (1) JOB IDENTITY | |
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| POST TITLE: School Technician (Science/ICT/AV) | DEPARTMENT: Education, Communities & Organisational Development |
| SECTION: Schools and Curriculum Development | LOCATION: |
| REPORT TO: Business Support Officer / Supervisory Technician | |
| GRADE: 6 | POST NO: |

(2) JOB PURPOSE AND WAY OF WORKING

To provide ICT, Science and AV support to all Departments, members of staff, pupils and other stakeholders in the school.

- (3) MAJOR TASKS**
- 3.1 Undertake specialised Science and ICT/AV tasks.
 - 3.2 Ensure Health and Safety.
 - 3.3 Provision and organisation of materials and equipment
 - 3.4 Provide and/or attend in-service training/CPD.
 - 3.5 Stock and Supplies Responsibilities



(5) DUTIES TYPICALLY INCLUDE:

5.1 Undertake specialised Science and ICT tasks

- 5.1.1 Responsible for the maintenance and first line repair of specialised scientific equipment and resources, including routine cleaning and calibration, if required. Backup for all specialist ICT and AV equipment in schools including management of all computer systems and networks, and for arranging repair with outside agencies where local repair is not possible.
- 5.1.2 Record all results of maintenance work carried out for both regular safety checks and for repair work carried out. Repairs may necessitate the use of and co-ordination with outside agencies
- 5.1.3 Assist in the provision of information required to produce accurate COSHH assessments and give advice on the production of risk assessments for the work you are doing when required. Responsible for carrying out risk assessments to comply with health and safety law for specific tasks related to the post.
- 5.1.4 Assist in the inspection and maintenance of all relevant items of Science LEV equipment including in-house quarterly fume cupboard testing.
- 5.1.5 Design and construct apparatus and models for the science department.
- 5.1.6 Day-to-day running of labs ensuring that all materials and equipment requested is available and in a safe and functional condition.
- 5.1.7 Plan horticulture for biology experiments and maintenance of plant houses and stocks.
- 5.1.8 Appropriate vertebrae/invertebrate care, if applicable.
- 5.1.9 Prepare and provide chemicals to specific concentrations (molar and percentage) often requiring mathematical calculations and ensuring that labelling is correct, particularly hazard labels. Also prepare and provide biological materials including all aspects of microbiological culturing and waste disposal and associated record keeping.
- 5.1.10 Liaise with staff and pupils to provide advice on equipment use and proactive problem solving associated with the use of equipment, resources and apparatus in order to maintain continuity, coherence and progress of curriculum development issues.
- 5.1.11 Set up specialised ICT and AV equipment as required for use in class or for presentations, issue equipment to staff and pupils, assist in its use where appropriate and check equipment when it is returned.
- 5.1.12 React as soon as is possible in the event of equipment failure particularly during exams where ICT and AV equipment is essential.
- 5.1.13 Install software as required and in accordance with licence agreements.

5.2 Health and Safety

- 5.2.1 Responsible for recording results of maintenance work carried out for both regular safety checks and for repair work carried out.
- 5.2.2 Undertake PAT testing of new equipment arriving at the school and logging the items as required.
- 5.2.3 Assist in the provision of information required to produce, when required, general risk assessments and be responsible for carrying out risk assessments to comply with health and safety law for specific tasks related to this post.

5.3 Provision and Organisation of materials and equipment

- 5.3.1 Responsible for the safe disposal of unwanted or damaged equipment in accordance with current regulations such as WEEE. Check that unwanted equipment cannot be used elsewhere in the school before disposal in order to achieve best value and reduce waste.

(5) DUTIES TYPICALLY INCLUDE:

5.3.2 Advise and construct, where appropriate, storage systems within the Science department as and when requested.

5.3.3 Provide materials for and give advice to staff and pupils on all areas of practical science work.

5.3.4 Ensuring that stores are kept tidy and items are labelled appropriately.

5.3.5 Responsible for the maintenance of gas cylinders in Science.

5.4 Provide/attend relevant in-service training/CPD

5.4.1 Attend formal meetings as required with Principal teachers, SMT, IT Co-ordinators, Staff Development Officers, other Authority School Technicians and Council Health and Safety Representatives.

5.4.2 Attend and contribute towards own school Technician Department meetings.

5.4.3 Attend all relevant in-service training courses and undertake training courses as appropriate to keep up to date with the range of Technician Skills.

5.4.4 Provide in-service and basic training for all staff and in particular new staff including mentoring of those with less experience.

5.4.5 Provide basic emergency cover for absent technician staff in addition to normal duties, where appropriate.

5.5 Stock and Supplies Responsibilities

5.5.1 Manage and maintain relevant databases, inventories of equipment and supplies to keep track of equipment for audit purposes and monitor stock levels of consumables.

5.5.2 Check and install equipment arriving in school, adding to the PAT Inventory Register where appropriate.

5.5.3 Advise on requisitions and place orders to maintain stock levels in consultation with relevant heads of department. Check delivery notes for goods and maintain records for budgeting purposes. Collect or purchase perishable items from local suppliers and or the environment. Provide technical advice on the purchase of new equipment to achieve best value for money and best use of resources for the school.

5.5.4 Assist with research and development of new items of equipment.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.

**MORAY COUNCIL
PERSON SPECIFICATION**

Post: School Technician
Department: Education, Communities & Organisational Development
Date Specification Completed: 18 May 2009
Prepared By: Human Resources

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

| ATTRIBUTES | ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i> | DESIRABLE <i>The attributes of the ideal candidate</i> |
|---|---|---|
| (1) Experience | Expertise in a minimum of one of the areas of Science / ICT / Technical / AV Direct experience of working in a school in a technical capacity | |
| (2) Education & qualifications | Qualified to HNC level in a Technical subject; Electrical/Electronic Engineering or equivalent as demonstrated by experience in this field | |
| (3) Skills/abilities (general) | Proven time management skills Working knowledge of software applications including word, excel and general internet access Flexible approach to work and willingness to learn | |
| (4) Skills/abilities specific to post | A commitment to ensure that appropriate health and safety standards are met Evidence of an ability to prioritise work tasks for self | Experience of ordering plant/equipment/supplies and stock control |
| (5) Inter-personal & social skills | Excellent communication skills both oral and written An ability to communicate technical issues to all within the school environment | |
| (6) Working Environment & Physical Demands | | |

* Candidates will be required to show these documents if invited for interview.

Satisfactory Disclosure Scotland check required?

NO

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| Membership of Protecting Vulnerable Groups Scheme (Working with Children) | YES |
| Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults) | NO |
| Satisfactory pre-employment medical screening required? | NO |