

Role Profile: Technician

Job Description

Location	Lancaster Girl's Grammar School, Regent Street, Lancaster, LA1 1SF
Terms	Fixed Term to 31/08/2025 in the first instance, on the basis of funding, with potential to be made permanent 37 hours over 5 days per week 38 weeks worked (term time only; 189 teaching days and 1 training day) Your pay will also include 6.09 weeks' paid annual leave, based on a pro-rated proportion of the full-time allowance of 36 days per year, rising to 42 days after 5 years' service.
Salary Range	Grade 3, NJC Scale Points 2 - 4, currently £23656 - £24404 for full time employees. The salary will be pro-rated to reflect your actual working hours/ weeks using the formula: <i>full year salary / full time hours per week X contract hours per week / full time weeks per year x contract paid weeks per year = pro-rated annual pay / 12 months = monthly pay.</i> For example: £23656 / 37 x 37 hours / 52.143 x 44.09 weeks paid = £20003 per year / 12 months = £1667 per month.
Responsible To	Heads of Departments
Staff Responsibility	None
Essential car user	No
Job Purpose/ Scope of Work	To work with teachers 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.
<p>Key Responsibilities:</p> <p>Technician</p> <ul style="list-style-type: none"> • Set up resources/ materials/ equipment for lessons • Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use • Safely and securely store allocated equipment and materials to prevent unauthorised access/ misuse • Clean and undertake basic maintenance of equipment as needed and as directed to ensure that it is clean and in good working order 	

- Undertake routine equipment maintenance and stock ordering when requested
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager
- Undertake record keeping, as directed
- Provide clerical and administrative support as directed

Library

- Issue and return borrowed resources; renew, reserve and maintain/ repair
- Update and extract information from library systems and databases
- Provide general advice and guidance and assist staff and students in using library resources
- Help to run library activities
- Supervision of students in the library including after school homework club
- Provide administrative support, for example photocopying and filing
- Support and assist with library technology including ICT and photocopiers

Individuals in this role may also:

- Provide technical and/or administrative support to other departments, and cover work of absent colleagues.
- Participate in trips and visits.
- Supervise groups of students, under the direction of a teacher – such as providing break or lunchtime supervision.

In addition, other duties of a similar nature and at no higher a responsibility level may be interchanged with/ added to this list at any time.

Prepared by (name, role, date): C Gillies 18/12/24

The above Job Description 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.

Student Focus

We put our students' 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.

Person Specification

Job Title:	Technician	Grade:	3
Requirements (based on the job description)		Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), references (R), or other (give details)
Qualifications			
GCSE Grade C/ 4 or above, or equivalent, in Maths and English	D	AF/ Certificates	
GCSE/ NVQ or equivalent in a relevant discipline	D	AF/ Certificates	
Experience			
Experience of working with or caring for children/ young people of relevant age	D	AF/ I/ R	
Experience of working in a relevant classroom / school environment	D	AF/ I/ R	
Experience of supporting pupils	D	AF/ I/ R	
Experience organising and deploying resources	D	AF/ I/ R	
Experience of administrative work	D	AF/ I/ R	
Previous experience of the Microsoft Office systems/packages particularly Word and Excel	D	AF/ I/ R	
Knowledge, skills and abilities			
Ability to relate well to children/ young people	E	AF/ I/ R	
Ability to work as part of a team	E	AF/ I/ R	
Ability to work independently to complete assigned tasks	E	AF/ I/ R	
Good communication skills	E	AF/ I/ R	
Strong interpersonal skills	E	AF/ I/ R	
Ability to make effective use of ICT	E	AF/ I/ R	
Good administrative skills	E	AF/ I/ R	
Ability to work in an organised and methodical way	E	AF/ I/ R	
Basic numeracy and literacy skills	E	AF/ I/ R	
Ability to manage own workload and prioritise effectively	E	AF/ I/ R	
Knowledge of classroom roles and responsibilities	E	AF/ I/ R	
Knowledge of the concept of confidentiality	E	AF/ I/ R	
Flexible attitude to work	E	AF/ I/ R	

Other (including special requirements)		
Satisfactory DBS clearance	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	AF / I
Commitment to equality and diversity	E	AF / I
Commitment to health and safety	E	AF / I
Commitment to attendance at work	E	AF / I
Commitment to undertake relevant professional development and safeguarding training	E	AF / I

Pre-Employment Risk Identification Form (R.I.F.)

This form is provided to potential applicants so that you are aware of the potential risks associated with this role; this form does not override the employer's requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999.

Post title	Technician
------------	------------

A. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)

Please note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		Yes	No
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).		X
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).		X
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).		X
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).		X
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.		X
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).		X
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.		X
8	Work with lead or lead-based products (<i>e.g. some paints</i>).		X
9	Food handling/preparation (of raw or uncooked food only).		X

10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).		X
----	--	--	---

B. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		Yes	No
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	X	
12	Working in isolation/lone working.		X
13	Work with electrical wiring (e.g. colour blindness).		X
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).		X
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).		X
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting/ moving service users with mobility problems, portering type activities).		X
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	X	
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).		X
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	X	

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above: none.