

# Lancashire County Council

<b>Post title:</b> Technician 2					
<b>Directorate:</b> CYP			<b>Location:</b>	Schools	
<b>Establishment or team:</b>		Sir John Thursby Community College		<b>Post number:</b>	
<b>Grade:</b>	Grade 4	<b>Staff responsibility:</b>		<b>Essential Car user:</b>	N/A
<p><b>Purpose of the role (job statement)</b></p> <p>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</p>					
<p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p> <p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher or other technician</li> <li>2. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse</li> <li>3. Clean and undertake routine maintenance of equipment as needed to ensure it is clean and in good working order</li> <li>4. Update records, including production of reports and analysis of information</li> </ol> <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> <li>1. Ensure the adherence to health and safety regulations by technical support staff within the school</li> <li>2. Provide clerical and administrative support to the classroom teacher as directed</li> <li>3. Order resources as instructed</li> <li>4. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.</li> </ol> <p><b>Additional supporting information – specific to this post.</b></p> <p>Post holders may have some specialist knowledge or experience in a technical area.</p>					
<b>Prepared by:</b>		L Frances		<b>Date:</b>	September 2022

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.

## Grade Profile: Person Specification

### Technician 2 (Grade 4)

<b>Level Four Purpose</b> To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.
<b>Scope of Work</b> 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.
<b>Accountabilities/Responsibilities</b> Role holders may be required to: <ul style="list-style-type: none"><li>▪ Plan and organise straightforward tasks;</li><li>▪ Exchange varied information with members of the public;</li><li>▪ Careful use very expensive equipment;</li><li>▪ Handle and process considerable amounts of information;</li><li>▪ Instruct, and check the work of, others;</li><li>▪ Provide general information, advice and guidance on established internal procedures.</li><li>▪ Follow Policies and Procedures to ensure safety and compliance within the department;</li></ul>
<b>Skills, knowledge and experience</b> <ul style="list-style-type: none"><li>▪ Previous relevant experience or the ability to demonstrate the competence to carry out of the job.</li><li>▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.</li><li>▪ Good ICT skills with experience of software package applications</li></ul> <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
<b>Performance Measures</b> <ul style="list-style-type: none"><li>▪ Completion of tasks to required standards and deadlines.</li></ul>