

# ABERDEEN CITY COUNCIL

## JOB PROFILE

1 Job Details	
Job Title:	Technician
Job Profile No:	
Directorate:	Education, Culture & Sport
Service:	Schools
Grade:	11
Version Date:	February 2013

2 Job Purpose
<p><i>To contribute to the provision of a technical support service in schools, including ICT, to support curriculum delivery and learning and teaching activities. School technical support services can include reprographics, DTP, AV, Science, Art &amp; Design, Home Economics, Design &amp; Technology, ICT, Photography, Film and Recording. To attend relevant meetings and training sessions.</i></p> <p><i>These tasks will be undertaken in conjunction with other departmental duties.</i></p>

3 Reporting Relationships*
<pre>           Head Teacher                   Depute Head Teacher/School Support Services Manager                       Supervisory Technician                           Technician           </pre>

4 Outcomes
<p><b>The post holder will be expected to:</b></p> <ul style="list-style-type: none"> <li>• Design, produce and issue of learning and teaching resources to meet curriculum needs.</li> <li>• Create systems and procedures for ordering, storing, monitoring and controlling stock ensuring best value and cost effectiveness and safe disposal in line with legal regulations.</li> <li>• Repair and maintain equipment, resources and apparatus.</li> <li>• Cash handling and monitoring assigned budgets and advising Supervisory Technician or other relevant staff on budget position in relation to requirements.</li> <li>• Provide guidance and training for other colleagues as required.</li> <li>• Departmental support as agreed with respective departmental staff.</li> <li>• Comply with Health and Safety arrangements in designated areas, and contribute to this across the school.</li> </ul>

5 Knowledge
<p><b>The post holder needs to be able to demonstrate an extensive understanding or experience in one or more of the following areas:</b></p> <p><i>Reprographics, DTP, AV, Science, Art &amp; Design, Home Economics, Design &amp; Technology, ICT, Photography, Film and Recording.</i></p>

\* Note not all posts present in all educational establishments.

## **6 Job specific skills and competencies**

### **The post holder is expected to demonstrate:**

- *Able to ensure that the purpose and outcomes of the job are achieved.*
- *Able to work with others co-operatively (both internally and externally) in order to achieve better services and customer focussed outcomes.*
- *Safety conscious and willing to work with the employer to maintain a safe and healthy educational environment for pupils and staff.*
- *Competence in use of ICT.*
- *Manual dexterity.*
- *Ability to work on own initiative.*
- *Ability to work to tight deadlines.*

## **7 Organisational Behaviours**

### **The post holder is expected to display the following behaviours:**

#### **Communication**

1. Relates well to others and works with them to help meet their needs
2. Explains the reasons behind decisions
3. Provides constructive feedback/advice/instruction
4. Asks appropriate questions to check understanding

#### **Customer Focus**

1. Understands and responds appropriately to customer needs
2. Is knowledgeable about the services provided
3. Deals with customer enquiries in a helpful and friendly manner
4. Explains the reasons for decisions, deadlines, changes etc

#### **Professionalism**

1. Meets and maintains standards consistently
2. Takes a positive approach to work
3. Is recognised as a source of advice/knowledge
4. is flexible and willing to accept change
5. Takes responsibility for reporting problems, damage or required repairs

#### **Respect**

1. Shows respect for people at all levels
2. Respects council equipment, premises and property
3. Complies with council policies, procedures and guidelines

## **8 Requirements of the Job**

### **The post holder needs to hold as a minimum:**

- Ordinary National certificate or equivalent in relevant subject.
- PVG membership for regulated work with children, adults and/or vulnerable groups OR willingness to obtain prior to commencing work.

## **9 Development**

### **The post holder must have undertaken or be committed to undertaking training relevant to the post as appropriate within a specified period eg:**

- Manual Handling
- Portable Appliance Testing Certificate
- Craft based machinery Certificate
- Food Hygiene Certificate
- COSHH
- OIL – 'Data Protection' (or equivalent)

- OIL - 'Protecting Children'
- OIL - 'For Your Eyes Only'
- Any other in-house or online training as instructed.