

HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

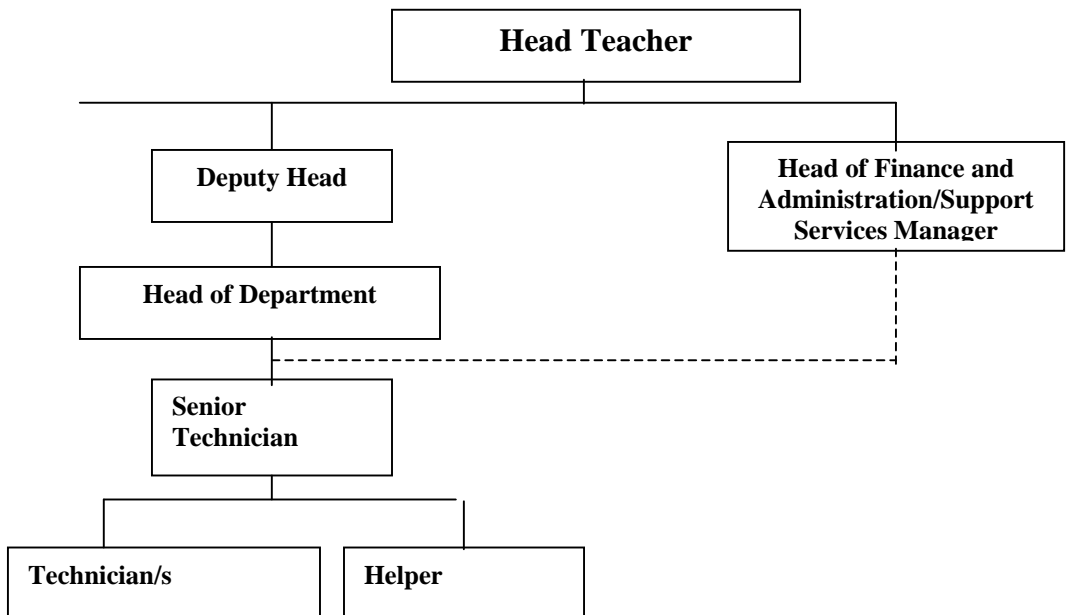
ROLE PROFILE FORM

Section A

Role profile ref:	02194
Department/Section:	Education – Schools
Role Title:	Senior Technician
Reports To - (Supervisor/manager’s role title) :	Head of Department and Head of Finance and Administration/Support Services Manager
Role Purpose: (why the role exists)	To co-ordinate the efficient operation of all technical matters within the relevant department.

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).



Section C

ROLE REQUIREMENTS

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
<p>Setting up classroom equipment, materials and demonstration experiments</p>	<p>Preparing classroom equipment for practical lessons, based on teacher requirements.</p> <p>Preparing and collating materials for use in practical lessons, based on teacher requirements.</p> <p>During lessons, remaining on stand-by in classroom, laboratory or preparation room to be available to support teacher and assist with materials and demonstration experiments when needed.</p> <p>Preparing appropriate resources for examinations.</p> <p>Contribution to the planning and delivery of after school clubs</p>	<p>50</p>
<p>Ordering and stock control</p>	<p>Identifying when stocks are running low and ordering new stock, based on minimum requirements set by Head of Department, in order to ensure materials and equipment are always available.</p> <p>Keeping appropriate databases up-to-date. (scale 3)</p> <p>Checking, recording and storing supplies when received at the school.</p>	<p>10</p>
<p>Maintenance and care of stock and equipment</p>	<p>Regularly ensuring that materials and equipment are in good and usable condition, carrying out minor maintenance and replacements where appropriate (where not appropriate, liaising with relevant contractors).</p> <p>Overseeing storage of equipment and materials (eg. labelling boxes) and maintaining records.</p> <p>Diagnose faults and repair or replace components.</p>	<p>10</p>
<p>Demonstrating equipment and techniques</p>	<p>Regularly showing/teaching other staff how to carry out certain experiments or operate equipment, where this requires application of acquired skills.</p> <p>Manufacture equipment for use with curriculum experiments.</p> <p>Day to day maintenance of the environment in the science area including sink traps and science equipment</p>	<p>10</p>

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<p>Staff Management</p>	<p>Monitoring the work of technicians to ensure that all duties are carried out effectively.</p> <p>Liaising with all departmental staff to ensure that standards are maintained</p> <p>Overseeing the development and training of Technician and Assistant Technician.</p> <p>Carrying out professional development reviews.</p>	<p>10</p>
<p>Administration</p>	<p>Carrying out photocopying of resources.</p> <p>Maintenance and care of stock and equipment including the evaluation of its relevance and safety.</p> <p>Assisting with preparation of departmental documentation, eg. collating and distributing handbooks.</p> <p>Overseeing the preparation of displays of pupils' work.</p> <p>Participate in the supervision of pupils on department trips.</p> <p>Cut and Paste schemes of work and come up with the final version in liaison with the teaching staff.</p>	<p>5</p>
<p>Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability</p>	<p>Ensure that all members of the science department follow Health and Safety procedures and maintain a safe working environment to include:</p> <ul style="list-style-type: none"> • collecting materials and equipment from pupils at the end of lessons; • ensuring pupils do not come into contact with materials or equipment outside of designated lesson times, keeping storage units and areas locked and secure; • ensuring machinery is switched off at source; • ensuring equipment is maintained to a safe standard; • control and security of radiation sources (Where applicable) • ensuring sinks in labs are free of debris and safe for cleaners to use propriety cleaning agents (Where applicable) 	<p>5</p>

Section D -The key decision making areas in the role

Deciding from a range of options which supplies to order, maintaining best value.

When carrying out maintenance and repairs, deciding whether these can be dealt with within the school or if the matter should be referred to contractors.

Deciding which health and safety concerns should be brought to the attention of the Head of Department.

Deciding whether equipment/technology should be upgraded, reviewing the options and making recommendations to the Head of Department.

Finance management of the curriculum area budget and ordering resources within the principles of best value.

control petty cash within the science department.

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

Preparing materials and equipment for typically twenty five lessons per day, with an average of 30 pupils per lesson.

Dealing with regular deliveries – a large order at the start of the academic year, thereafter termly and weekly.

Manage the relevant Curriculum Budget £19,000.

Co- ordination of petty cash for the department £100 per month – Collecting of monies in relation to school trips

Size of school: 400-1600 pupils

Section F - The main contacts – external/internal customer contacts and purpose

Teaching staff – liaising in relation to lesson planning, in order to prepare appropriately, and assisting during lessons as required, on a daily basis.

Head of Department – daily liaison with line manager on practical job-related issues.

Pupils – regular contact with pupils in classroom on daily basis (although no direct support or teaching role).

Other school **support staff** and **administration staff**, for example in relation to ordering and other administrative tasks, on a daily or weekly basis.

Contractors and **repairers** – ensuring work is carried out to specification, as and when required, typically on a monthly basis.

Attending Technicians Development meeting every 3 months to share best practice and problems.

Section G - Working conditions – environment, and physical effort or strain.

Moderate degree of physical effort involved in preparing classroom equipment, specifically moving and handling of heavy items often in a restricted setting.

In a science department, frequently handling and preparing chemicals and hazardous substances.

Working in an environment that could be noisy, hot and dusty.

Cold & wet collection of leaf litter

Section H - Context/additional information

The technician will be required to attend training to keep their skills and knowledge up to date.

The role will require the servicing of multiple rooms, potentially on multiple floors, depending on size of the school

Staff members sharing teaching groups increases the workload of the Technician, and 2 teachers moving around all the time.

Occasionally be required to attend training to keep their skills and knowledge up to date.

There is a particular responsibility to maintain high standards of health and safety, in order to ensure that pupils and colleagues are protected from hazards, within the framework of relevant risk assessments. (CLEAPPS and COSHH)

PAT Testing – **dependant on the school**

PROGRESSION IN ROLE

23.01.07 02194 Senior Technician 23.01.07

Section J - Entry: Necessary role-related knowledge, skills and experience at selection

An aptitude for and good working knowledge of subject area.

Previous experience of working in the relevant area e.g. senior science technician would need experience of working in a laboratory

A relevant qualification (eg. GCSE or A level) in specialised subject area.

Specific Health and Safety knowledge particularly in relation to chemicals, where applicable

Some knowledge or experience of an educational environment.

Basic IT skills

Technical Skills

Section K – Initial induction/training required to become effective in the role

Estimated time to become operationally effective 1 - 3 months

Appropriate health and safety training.

Familiarisation with the school environment and school procedures.

Familiarisation with relevant curriculum areas.

Manual Handling Training

Work Shadowing

Section L – Operationally effective: How would effectiveness in role be demonstrated?

Liaising with the Head of Department effectively with a minimum of guidance and carry out daily preparation using own initiative.

Ability to motivate staff and have a good working relationship with them.

Confidence of the teaching staff – they will know that that they will have adequate resources for each lesson.

Taking charge of appropriate stock control and ordering.

Carrying out maintenance without instruction.

Noticing potential hazards immediately and dealing with them appropriately.

Section M - Adding value: What characteristics will the advanced role holder demonstrate?

Ability to work effectively and independently without daily supervision.

Working in a way that supports and complements the class teacher, anticipating what steps to take without specific direction from the teacher.

Operating as an 'expert' within the relevant department.

A contented and happy department.

* **Alternative organisation chart:**

