

# ♦ EDINBURGH ♦

THE CITY OF EDINBURGH COUNCIL

## City of Edinburgh Council Job Profile

**DEPARTMENT:** Children and Families  
**SECTION:** Secondary School  
**POST:** Workshop Technician  
**RESPONSIBLE TO:** PT Craft, Design and Technology

### **PURPOSE OF THE JOB:**

To support teaching staff in Craft, Design and Technology Department.

### **MAJOR TASKS/JOB ACTIVITIES:**

Preparing materials, equipment and technical areas for use by teachers and students.

Assisting in the design and construction of equipment and models for use in workshops and classrooms i.e. preparation of examples.

Assisting in demonstrating the use of tools and equipment and workshop techniques in conjunction with the teaching staff.

Maintaining an adequate range of stock and efficient stock levels. As unprepared materials are purchased, the post holder spends a considerable amount of time on materials preparation.

The duties include maintenance of a stores system purchase of goods in line with the Council e procurement system. The post holder will also ensure that the stores are well organised and hazardous substances are kept in a safe place.

Ensuring that materials, tools and equipment are maintained in good order and is a safe condition. This includes proper storage of gases and tool sharpening.

Undertaking relevant administrative duties both paper and electronic i.e. statistical returns, diaries, equipment lists and inventories etc.

Ensuring that workshops, stores and preparation areas are kept in a safe and tidy condition.

Updating his/her knowledge and keeping abreast of new developments. Using new technology equipment and techniques where appropriate.

The post holder will undertake any other relevant duties, as required by the Principal Teacher.

### **ADDITIONAL INFORMATION / CONDITIONS:**

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. From 28 February 2011, preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council

#### **EMPLOYEE SPECIFICATION:**

##### **Council Core Competencies:**

##### **These Council Core Competencies apply to all positions:**

Being Customer/Client Focused  
Working Effectively with Others  
Managing Change  
Taking Ownership and Responsibility  
Communicating Effectively  
Planning and Decision Making

##### **These Council Core Competencies apply to positions with responsibility for managing people or resources:**

Leading Others  
Managing Performance and Developing others  
Political Sensitivity

<b>Workshop Technician</b>	<b>Essential</b>	<b>Desirable</b>
Experience	Considerable experience in trade in order to be able to demonstrate correct and up to date workshop/craft practices  Sound knowledge of working with wood (hand and machine)	Experience of up to date workshop practices – ideally in a School workshop environment.
Knowledge, Skills and Understanding	Good understanding of relevant Health and Safety regulations	Sound knowledge of working with metal, both by hand and machine. Good ICT and administration skills (Word, Excel, Outlook) – or willing to develop these. Experience in the maintenance of laser engraver.

Qualifications and Training	A recognised craft apprenticeship or possession of a City and Guilds/SCOTVEC Certificate is essential	<p>Have completed SSERC:</p> <ul style="list-style-type: none"> <li>- Safe Use of Fixed Workshop Machinery</li> <li>- Maintenance of Fixed Workshop Machinery and Tools</li> </ul> <p>Within the last 5 years.</p>
Applicants should always check the Job Vacancy Summary for any specific employee specification requirements for the advertised vacancy.		