

**Wolverhampton City Council**  
**Role Profile Description**  
**TESB15**

<b>Date</b>	<b>December 2011</b>
<b>Family</b>	<b>Technical (School Based)</b>
<b>Role Profile Level Number</b>	<b>15</b>
<b>Purpose</b>	
Carry out technical work as part of a team, to well defined standards and procedures, under supervision in a school or educational establishment setting.	
<b>Role Accountability</b>	<b>End Result</b>
<b>Planning</b>	
Organise own work to complete set tasks	<ul style="list-style-type: none"> <li>• Service or project/task objectives met</li> <li>• Colleagues and pupils supported</li> </ul>
<b>Work - Technical</b>	
Undertake technical tasks as required, on systems, processes, data and equipment	<ul style="list-style-type: none"> <li>• Duties completed as instructed</li> <li>• Systems and processes are up to date and accurate</li> <li>• Potential problems identified and reported</li> <li>• Equipment functioning as required in order for the service to be delivered</li> </ul>
<b>Work - information</b>	
Carry out technical work using data collected, to complete own tasks and assist project activity	<ul style="list-style-type: none"> <li>• Work completed on time and to standard</li> <li>• Obligations fulfilled</li> <li>• Colleagues and, Pupils expectations met</li> </ul>
<b>Work – Support</b>	
Maintain equipment, systems and processes, including databases	<ul style="list-style-type: none"> <li>• Accurate data and reporting to support business objectives.</li> <li>• Safe and serviceable equipment</li> <li>• Potential problems identified and reported</li> </ul>

<b>Service Delivery</b>	
Provide basic advice and information to colleagues and pupils in relation to technical issues, from own knowledge of possible solutions	<ul style="list-style-type: none"> <li>• Clear and accurate advice and information provided</li> <li>• Non-routine issues referred for resolution</li> </ul>
<b>Compliance</b>	
Collect relevant data/measurements to assess compliance with statutory requirements/codes of practice and agreed standards.	<ul style="list-style-type: none"> <li>• Checks completed on time to set procedures and standards</li> <li>• Non-compliance identified and recorded</li> <li>• Colleagues and, Pupil expectations met/managed through identified and agreed processes to ensure the correct result</li> </ul>
<b>Resources</b>	
May be responsible for appropriate use and security of relevant equipment.	<ul style="list-style-type: none"> <li>• Equipment used appropriately in accordance with School / Establishment or Council procedures</li> </ul>
<b>Nature of Contacts and Relationship (who and the nature of the communications)</b>	
<ul style="list-style-type: none"> <li>• Team – share information and ideas</li> <li>• Headteacher / Teaching and non-teaching colleagues – receive work instruction and refer problems</li> <li>• Colleagues, pupils members of the Governing Body – receive queries and provide information in response</li> <li>• Colleagues in own and other schools or establishments or council departments</li> <li>• May have contact externally. Contact is to gather or exchange information and give/receive guidance</li> </ul>	
<b>Working Environment Context (disruption, physical, disagreeable, health and safety aspects)</b>	
<ul style="list-style-type: none"> <li>• Normally office based, largely on a single school or establishment site. Work is carried out in a controlled, low risk environment</li> <li>• Some work may occur off site and may require wearing of safety equipment</li> </ul>	
<b>Procedural Context (creativity, discretion, impact, concentration)</b>	
<ul style="list-style-type: none"> <li>• Work is supervised and limited discretion is required. Some limited choice over methods and information sources to be used.</li> <li>• The impact of the role may be internal and external, with problem issues easily resolved</li> </ul>	

<b>Planning Requirement</b>
<ul style="list-style-type: none"> <li>• Works under supervision, guidance and assistance being readily available</li> </ul>
<b>Key Facts and Figure Ranges (include likely size of any team managed)</b>
<ul style="list-style-type: none"> <li>• No budget or people responsibility</li> <li>• May handle small amounts of cash (&lt;£100) or larger amounts in non cash items</li> </ul>
<b>Skills, Knowledge and Qualifications</b>
<ul style="list-style-type: none"> <li>• Numerate and literate</li> <li>• ICT literate</li> <li>• knowledge of own work discipline (consistency check for level one)</li> <li>• Knowledge of school or establishment's operations</li> </ul>
<b>Equipment Operated and Essential Skills</b>
<ul style="list-style-type: none"> <li>• Specialised ICT packages as required Use of specialised equipment to run test and prepare reports, according to discipline</li> <li>• May be required to drive and use vehicle in accordance with the School / Establishment or Council policy</li> </ul>