

**SCHOOL SUPPORT STAFF ROLE PROFILES
WITH NJC JES MODEL EVALUATIONS
SPECIALIST AND TECHNICAL ROLES**

Role	Page
ICT SUPPORT 1	1
ICT SUPPORT 2	3
ICT SUPPORT 3	5
LIBRARY/RESOURCE CENTRE 1	7
LIBRARY /RESOURCE CENTRE 2	9
LIBRARY /RESOURCE CENTRE 3	11
TECHNICIAN 1 (includes art and design, food, science technicians)	13
TECHNICIAN 2 (includes art and design, food, science technicians)	15
TECHNICIAN 3 (includes art and design, food, science technicians)	17
TECHNICIAN 4 (includes art and design, food, science technicians)	19

Role Title				
ICT Support 1				
Purpose of the role (job statement)				
To contribute to the delivery of an effective ICT support service throughout the school to respond to identified need, ensure continuity of service and achieve planned reporting objectives and deadlines.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Contribute to the effective performance and service provision of ICT services to minimise disruption 2. Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements 3. Implement routine manual and computerised systems, practices and procedures to ensure that data and information is current, relevant, effectively and securely collected and that reporting complies with planned outcomes and obligations, reporting any concerns as required 4. Maintain the integrity and security of all systems by use of appropriate user protocols and undertake related monitoring and reporting 5. Provide user support to identify and respond promptly to routine system or process issues that arise within an agreed framework of performance criteria 6. Support contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Up to date technical knowledge of ICT, equipment, services, facilities all hardware and software applications to support learning and management within a school environment. Knowledge / skills equivalent to national qualifications level 3. 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	Requires a range of technical ICT knowledge / skills with hardware and software to support ICT services. Knowledge and skills equivalent to national qualifications level 3.	3	60
2.	Mental Skills	Skills for analysis of a variety of ICT issues; monitors and reports on system integrity and security.	3	39
3.	Interpersonal & Communication Skills	Communicates with staff and pupils as part of ICT technical support to solve issues and provide IT-related information and assistance	2	26
4.	Physical Skills	Keyboard skills for data processing	2	26
5.	Initiative & Independence	Makes decisions on routine issues relating to system procedures and issues. More difficult issues referred upwards.	2	26
6.	Physical Demands	Working sometimes in confined and awkward spaces with short periods of greater effort e.g. moving IT equipment.	2(b)	20
7.	Mental Demands	Work in IT support is regularly interrupted, although this does not normally require switching from one activity to another. Short periods of concentrated mental attention	2(c)	20

8.	Emotional Demands	Exposure to emotionally demanding situations is infrequent.	1	10
9.	Responsibility for People	Provides internal ICT user support service for the benefit of pupils	2	26
10.	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.	1	13
11.	Responsibility for Financial Resources	No financial responsibilities	1	13
12.	Responsibility for Physical and Information Resources	Responsible for supporting and maintaining ICT systems and services.	3 (b)	39
13.	Working Conditions	Work normally in an office or similar environment	1	10
Total				328

Role Title				
ICT Support 2				
Purpose of the role (job statement)				
To support the use of ICT within the school environment through maintenance of ICT software, hardware and related equipment, and providing support to staff and pupils to ensure administration and learning outcomes are maximised.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Be responsible for the installation and maintenance of computer hardware and software 2. Maintain a comprehensive database of all support requests and allocate jobs to appropriate staff 3. Ensure dedicated ICT areas are ready for use each day and that they are in good working order at the end of each day 4. Check hardware regularly, repairing simple faults or reporting more complicated faults to a specialist technician / audio-visual service / contractor as appropriate 5. Support teaching staff / pupils in technical aspects of ICT 6. Maintain computer files by backing up / archiving and updating/deleting information as appropriate 7. Maintain and develop network 8. Support adherence to ICT policies, including those relating to safeguarding and internet usage and report any concerns 9. Resolve hardware / software technical issues. 10. Provides basic ICT training 				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> 1. Carry out desk-top publishing procedures 2. Provide bespoke ICT training for staff and pupils 3. Check and maintain stocks of ICT equipment 4. Supervise ICT support staff. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Knowledge and experience in a range of ICT system and software packages. • Working at or towards national occupational standards (NOS) for IT Users and knowledge / skills equivalent to current national qualifications in ICT Level 3 and / or vendor qualifications for the specific hardware / software used. 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	Requires up to date practical and procedural ICT knowledge / skills with hardware and software to support ICT teaching and learning Knowledge and skills equivalent to national qualifications level 3 and vendor qualifications for the specific hardware / software used.	4	80

2.	Mental Skills	Resolves technical faults and varied IT issues.	3	39
3.	Interpersonal & Communication skills	Regular communication with pupils, teachers and other staff, normally on commonly occurring ICT issues, explaining how to use software or ICT accounts.	3 (a) and (d)	39
4.	Physical Skills	Keyboard skills for data processing	2	26
5.	Initiative & Independence	Works within procedures but can make some non-routine decisions, for example taking necessary action needed to fix technical faults.	3	39
6.	Physical Demands	Working sometimes in confined and awkward spaces with short periods of greater effort e.g. moving IT equipment.	2(b)	20
7.	Mental Demands	Work in IT support is regularly interrupted, although this does not normally require switching from one activity to another. Short periods of concentrated mental attention.	2(c)	20
8.	Emotional Demands	Exposure to emotionally demanding situations is infrequent.	1	10
9.	Responsibility for People Wellbeing	Provides ICT training and technical support for the benefit of pupils, requiring explanation and guidance.	2	26
10.	Responsibility for Supervision	Some day-to-day allocation of work to other staff, requiring supervisory responsibility or provision of staff training.	2	26/39
		Regular supervisory responsibility for a team of staff.	3	
11	Responsibility for Financial Resources	No financial responsibilities	1	13
12.	Responsibility for Physical and Information Resources	Responsible for IT systems and processes including safe storage of information and maintain the integrity and security of the network;	3(a)	39
13	Working conditions	Work normally in an office, IT suite or classroom environment.	1	10
Total				387-400

Role Title				
ICT Support 3				
Purpose of the role (job statement)				
Overall responsibility for ICT network. Develops and implements the school's ICT strategy and service provision including managing all aspects of ICT technical support in the school.				
Responsibilities				
Key duties:				
1. Responsible for ICT network of the school				
2. Develop school policies and procedures for the use of ICT within the school environment				
3. Maintain a comprehensive database of all support requests				
4. Manage the work of staff providing technical support to staff and pupils allocating jobs				
5. Identify school staff training issues and deliver appropriate training				
6. Create and manage all network user accounts, ensuring correct access rights and audit as required				
7. Ensure data stored on the system is current and out of date data archived				
8. Design and implement changes to the schools ICT software and hardware and liaise with consultants on the specifications of new software / hardware as appropriate				
9. Procure ICT equipment on behalf of the school				
10. Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy.				
Individuals in this role may also undertake some or all of the following:				
1. Advise teaching staff on the likely compatibility of new software / hardware, install software / hardware as requested by teaching staff, and maintain a record of all installations carried out				
2. Manage the ICT Network for a cluster of schools.				
3. Manages ICT budget.				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Experience in all aspects of ICT technical support. • Working at or towards national occupational standards (NOS) for IT Professionals and knowledge / skills equivalent to current national qualifications in ICT Level 4 plus vendor qualifications for the specific hardware / software used. 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	Theoretical knowledge of relevant ICT hardware and software packages, IT management techniques and practices – typically acquired in an ICT-related environment (e.g. managing data, reporting and software) equivalent to national qualifications level 4, plus experience of relevant hardware and software	5	100
2.	Mental Skills	Requires skills to analyse and interpret data, such as usage trends; develops specifications for software and hardware.	4	52

3	Interpersonal & Communication skills	Skills for offering information, advice and guidance on complex ICT issues, such as software compatibility; negotiates with suppliers.	4(c)	52
4.	Physical Skills	Keyboard skills for demonstration & administration	2	26
5.	Initiative & Independence	Regularly makes decisions on own initiative on staff and pupil ICT needs, software and hardware requirements and whole school ICT policy. Decisions have a significant direct impact on service provision.	5	65
6.	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7.	Mental Demands	Lengthy periods of concentrated mental attention for resolving complex IT problems and developing policies.	4	40
8.	Emotional Demands	Exposure to emotionally demanding situations is rare.	1	10
9.	Responsibility for People Wellbeing	Manages ICT service for the benefit of pupils and staff.	2	26
10.	Responsibility for Supervision	Line management responsibility for the ICT team, provides specialised staff training.	3	39
11.	Responsibility for Financial resources	Responsibility for considerable sums of money for the purchase of ICT hardware & software equipment.	2(b)	26/39
		Responsible for ICT budget.	3(b)	
12.	Responsibility for Physical and Information Resources	Responsible for the security of the ICT network and for the development of ICT policy and procedure. Develops ICT policies and strategies.	5 (c) and (e)	65
13	Working conditions	Work normally in an office, IT suite and occasionally in a classroom environment.	1	10
Total				521-534

Role Title					
Library/Resource Centre 1					
Purpose of the role (job statement)					
To assist in providing the day-to-day activities of the library/ resource centre to enable pupils to access services to support learning.					
Responsibilities					
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Support pupils and staff in using library resources 2. Support and assist with library technology including ICT and photocopiers 3. Oversee the use of books and other library resources, using agreed systems for recording use 4. Update and maintain data and other information as directed 5. Assist with promotions, displays and other activities of the library 6. Provide support to staff in supervising small groups of pupils in the library 7. Supervision of students using the library environment and maintaining standards of behaviour in the absence of the teacher. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Order and maintain stock as directed 2. Provide administrative support, for example photocopying and filing 3. Collect and record money e.g. for lost books, photocopying etc. 					
Indicative knowledge, skills and experience					
<ul style="list-style-type: none"> • Working at or towards national occupational standards (NOS) in information and library services, archive services and records management, knowledge / skills equivalent to current national qualifications Level 2. 					
Job Evaluation Assessment					
Factor	Relevant Job Information			JE Level	Score
1.	Knowledge	Knowledge of procedures for use of library resources, cataloguing, assisting users. Library assistant qualifications or equivalent experience to National Qualification Level 2 or equivalent.		2	40
2.	Mental Skills	Assist staff and pupils in using library resources. Resolve straightforward queries from library users.		2	26
3.	Interpersonal and Communication Skills	Communicates with pupils and staff to provide information and guidance on use of library resources.		2	26
4	Physical Skills	Use of keyboards and administration systems		2	26
5	Initiative & Independence	Dealing with a variety of queries from pupils and staff requiring use of initiative.		2	26

6	Physical Demands	Requires normal physical effort, with short periods of increased physical effort, including carrying resource materials, stretching and crouching.	2(b)	20
7	Mental Demands	Activities in the library are occasionally interrupted, although this does not normally require switching from one activity to another. Short periods of concentrated mental attention when interacting with pupils.	2(c)	20
8	Emotional Demands	Exposure to emotionally demanding situations is rare.	1	10/20
		Managing the behaviour of pupils when working with pupils in the library. Supervise small groups of pupils in library activities.	2	
9	Responsibility for People Wellbeing	Supporting pupils in the use of the library and its resources.	2	26
10.	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff. No formal supervisory responsibility.	1	13
11.	Responsibility for Financial Resources	No financial responsibility	1	13/26
		Collect and record money e.g. for lost books, photocopying etc.	2	
12.	Responsible for Physical and Information Resources	Responsible for maintaining library information records and resources.	2	26
13	Working Conditions	Work in a library environment.	1	10
Total				282/305

Role Title				
Library/Resource Centre 2				
Purpose of the role (job statement)				
To supervise the day to day running of library/resource centre services to provide a comprehensive service for pupils and staff.				
Responsibilities				
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Catalogue library resources and index learning materials using agreed protocols. 2. Support pupils and staff in using library resources. 3. Supervise the use of library technology including ICT and photocopiers. 4. Supervise small groups of pupils in library activities and assisting them in their research. 5. Contribution to the selection, purchase and maintenance of stock and equipment for the library that meet the needs of staff and pupils within an allocated budget. 6. Update and maintain data and other information. 7. Organise promotions, displays and other activities of the library. 8. Develop plans to encourage reading and where appropriate targeting varying groups. 9. Prepare specialist resources as requested, using appropriate computer software as required. 10. Supervision of students using the library environment and maintaining standards of behaviour in the absence of teaching staff. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Provide administrative support, for example photocopying and filing 2. Maintain links with other schools and library services to ensure appropriate materials are obtained for use within the school. 3. Organise book fairs or similar events. Arrange for visiting specialists as required. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Working at or towards national occupational standards (NOS) in information and library services, archive services and records management, knowledge / skills equivalent to current national qualifications for library assistants Level 3. 				
Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	<p>Knowledge of procedures for use of library resources, cataloguing, supervising library users, ordering resources, maintaining library technology.</p> <p>Library qualifications or equivalent experience to current National Qualification Level 3 or equivalent.</p>	3	60

2.	Mental Skills	Tasks such as indexing and maintaining borrowing records do not vary significantly from day to day; resolves problems relating to library resources. Develops plans to encourage reading and prepares specialist materials.	3	39
3.	Interpersonal & Communication Skills	Communicates with pupils, staff to provide information, guidance on use of library resources. Requires skills to communicate with and supervise groups of pupils in the library.	3	39
4.	Physical Skills	Use of keyboards and administration systems.	2	26
5.	Initiative & Independence	Follows library procedures that can make some non-routine decisions. More complex decision making referred to senior staff.	3	39
6.	Physical Demands	Requires normal physical effort, with short periods of increased physical effort, including carrying resource materials, stretching and crouching.	2	20
7.	Mental Demands	Activities in the library are occasionally interrupted, although this does not normally require switching from one activity to another. Short periods of concentrated mental attention when interacting with pupils.	2(c)	20
8.	Emotional Demands	Exposure to emotionally demanding situations is rare.	1	10/20
		Managing the behaviour of pupils when working with pupils in the library. Supervise small groups of pupils in library activities	2	
9.	Responsibility for People Wellbeing	Implements planned learning activities for small groups of pupils in the library.	3	39
10.	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff. No formal supervisory responsibility.	1	13/26
		Supervise other staff in library.	2	
11.	Responsibility for Financial Resources	No financial responsibility	1	13/26
		Collect and record money e.g. for lost books, photocopying etc.	2	
12.	Responsibility for Physical & Information Resources	Responsible for the ordering and safe and secure storage of library materials within a budget.	3	39
13.	Working conditions	Work is carried out in a library/ resource centre environment.	1	10
Total				367/403

Role Title				
Library/Resource Centre 3				
Purpose of the role (job statement)				
To manage and take professional responsibility for the day to day running of library/resource centre services to provide a comprehensive service for pupils and staff. To support and develop pupils' learning, research skills and independent study and to develop the reading culture within the school.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Organise and oversee the library service within the school, ensuring the correct processes and procedures are followed 2. Lead learning with pupils and teachers to meet educational aims and objectives through literacy and research 3. Developing pupils' learning, research and study skills embedded within the curriculum by using a range of methods in partnership with teaching colleagues. 4. Supervise a programme of self-directed learning for pupils. 5. Select, purchase and maintain stock and equipment for the library that meet the needs of staff and pupils at a variety of cultural, ability and age levels Manage library information technology within the library including computer systems and catalogue search facility. 6. Make the library environment attractive to pupils to encourage reading and learning 7. Develop and implement library policies, protocols, practices and procedures. 				
Individuals in this role may also:				
<ol style="list-style-type: none"> 1. Manage the library budget and provide accurate financial records to bursar or business manager. 2. Maintain links with other schools and library services to ensure appropriate materials are obtained for use within the school 3. Organise book fairs or similar events. Arrange for visiting specialists as required 4. Manage one or more library staff. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Chartered librarian status. 				
Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	Knowledge of policies, procedures and practices for library management. Chartered librarian status.	6	121

2.	Mental Skills	Requires analysis of the needs of library users and securing appropriate resources to meet those needs. Requires creativity in making the library an attractive place for pupils and in supporting literacy and research capabilities of pupils.	4	52
3.	Interpersonal & Communication Skills	Communicates with staff, pupils, suppliers and other library services. Requires skills to assess the needs of service users, provide support and guidance, explain procedures and communicate with groups of pupils in the library.	4	52
4.	Physical Skills	Use of keyboards – administrative equipment	2	26
5.	Initiative & Independence	In conjunction with senior management, makes decisions affecting the whole library service within the school, including budgetary decisions. Decisions have a direct impact on service provision.	4	52
6.	Physical Demands	Requires normal physical effort and stamina.	1	10
7.	Mental Demands	Undertake complex tasks such as budget management, service development proposals, reports to senior management. Work is regularly interrupted, although this does not normally require switching from one activity to another.	4	40
8.	Emotional Demands	Exposure to emotionally demanding situations is rare.	1	10/20
		Managing the behaviour of pupils when working with pupils in the library. Supervise small groups of pupils in library activities	2	
9.	Responsibility for People Wellbeing	Plan and deliver learning activities to address specific learning needs for small groups of pupils and whole classes in the library. Development of policies and strategies governing the delivery of the library service in the school.	4	52
10.	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff and/or	1	13/26/39
		Some day-to-day allocation of work to other staff, requiring occasional supervisory responsibility, and/or	2	
		Regular supervisory responsibility which may include line management for a team of staff.	3	

11.	Responsibility for Financial Resources	Collect and record money e.g. for lost books, photocopying etc.	2	26/39
		Manage the library budget and provide accurate financial records to bursar or business manager.	3	
12.	Responsibility for Physical, and Information Resources	Responsible for the purchase of stock, supplies and equipment for the Library service. Responsible for all library information resources and records.	4	52
13.	Working conditions	Work is carried out in a library/ resource centre environment.	1	10
Total				516/565

Role Title				
Technician 1 (includes art and design, food, science technicians)				
Purpose of the role (job statement)				
To work under supervision and direction as part of a professional team to support learning by providing technical assistance, through the preparation and day to day maintenance of teaching areas and equipment for pupils.				
Responsibilities				
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Prepare specific resources / materials / equipment for lessons, as directed lifting and moving equipment. 2. Maintain sufficient supplies of materials to enable delivery of lessons 3. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse 4. Clean and undertake day to day maintenance of equipment as needed and as directed to ensure it is clean and in good working order 5. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager 6. Undertake basic record keeping as directed. 7. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards. <p>Individuals in this role may also undertake some or all of the following:</p> <ol style="list-style-type: none"> 1. Assist in delivering practical learning activities for pupils 2. Provide clerical and administrative support as directed 3. Order supplies as directed 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Working at or towards appropriate national occupational standards (NOS), for example laboratory and associated technical activities or supporting teaching and learning as appropriate to the type of technician role. • Knowledge of appropriate use of materials and equipment and ability to communicate this knowledge to staff and pupils. 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Points
1.	Knowledge	Knowledge of procedures for preparation of resources/ materials, setting up, cleaning and basic maintenance of equipment	2	40
2.	Mental Skills	Reports problems and potential hazards.	1	13
3.	Interpersonal & Communication Skills	Exchange of information both verbally and in writing with staff and suppliers.	2	26
4.	Physical Skills	Assembly, disassembly and cleaning of equipment	2	26

5.	Initiative & Independence	Follows close and detailed instructions and / or is closely supervised, with little scope for discretion most problems are referred.	1	13
6.	Physical Demands	Regularly lifts and moves, pushes and pulls resources, materials and equipment which may be awkward or heavy.	2	20
7	Mental Demands	Sensory attention for preparation of equipment, materials; Work is occasionally interrupted.	1	10
8.	Emotional Demands	Rare exposure to emotionally demanding situations when working with pupils	1	10
9.	Responsibility for People	Prepares materials and equipment for pupils and assists in delivering practical activities. Implements specific health and safety policies relating to potentially dangerous materials or hazardous materials/substances.	2	26
10.	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.	1	13
11.	Responsibility for Financial Resources	No responsibility or limited to small amounts of cash for supplies	1	13
12.	Responsibility for Physical, and Information Resources	Checks stock levels and may select and/order materials and equipment from suppliers under direction.	2(g)	26
13.	Working conditions	Works in a technical/practical area, e.g. laboratory, craft room, workshop	2	20/30
		Regularly exposed to dirt, fumes, chemicals, liquids, possible hazardous materials, working in a kitchen or working with potentially dangerous equipment.	3	
Total				256-266

Role Title					
Technician 2 (includes art and design, food, science technicians)					
Purpose of the role (job statement)					
To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.					
Responsibilities					
Key duties:					
1. Set up resources / materials / equipment for lessons					
2. Support structured and practical activities for groups or on a one-to-one basis					
3. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use					
4. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse					
5. Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order					
6. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager					
7. Undertake record keeping, as directed.					
8. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.					
Individuals in this role may also undertake some or all of the following:					
1. Secure and work with hazardous materials					
2. Provide clerical and administrative support as directed					
Indicative knowledge, skills and experience					
<ul style="list-style-type: none"> Working at or towards appropriate national occupational standards (NOS), for example laboratory and associated technical activities or supporting teaching and learning as appropriate to the type of technician role with knowledge / skills equivalent to national qualifications level 2 or equivalent experience in a specialist area. Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge to staff and pupils. 					
NJC Job Evaluation Assessment					
Factor	Relevant Job Information			JE Level	Points
1.	Knowledge	Knowledge of procedures for preparation, use and maintenance of materials and equipment equivalent to national qualifications level 2.		2	40
2.	Mental Skills	Resolves problems in relation to resources / materials and equipment and practical learning activities.		2	26
3.	Interpersonal & Communication Skills	Communicates with pupils and adults to provide technical information and provide support for pupils' learning.		3(a)	39

4.	Physical Skills	Assembly, disassembly and cleaning of equipment	2	26
5.	Initiative & Independence	Activities undertaken under the general direction of other staff and follows procedures. Works largely from instructions, but makes decisions involving the use of initiative; may make suggestions.	2	26
6.	Physical Demands	Regularly lifts and moves, pushes and pulls resources, materials and equipment which may be awkward or heavy.	2	20
7.	Mental Demands	Sensory attention for preparation of equipment, working with groups. Work may be interrupted.	2	20
8.	Emotional Demands	Infrequently exposed to emotionally demanding situations when working with pupils	1	10
9.	Responsibility for People Wellbeing	Prepares materials and equipment for pupils and assist in delivering practical activities. Implements specific health and safety policies relating to potentially dangerous materials or hazardous materials/substances.	2	26
10.	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.	1	13
11.	Responsibility for Financial Resources	No responsibility or limited to small amounts of cash for supplies	1	13
12.	Responsibility for Physical, and Information Resources	Responsible for selecting, ordering and maintaining materials and equipment under direction and maintaining and updating records.	2(g)	26
13.	Working Conditions	Works in a technical/practical area, e.g. laboratory, craft room, workshop	2	20/30
		Regularly exposed to dirt, fumes, chemicals, liquids, possible hazardous materials, working in a kitchen or working with potentially dangerous equipment.	3	
Total				305-315

Role Title				
Technician 3 (includes art and design, food, science technicians)				
Purpose of the role (job statement)				
To work with teachers as part of a professional team to support learning by providing technical assistance through working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.				
Responsibilities				
Key duties:				
1. Plan, prepare and set up specific resources / materials / equipment for lessons, under general direction of the class teacher				
2. Contribute to the development of lesson and work plans				
3. Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher				
4. Develop, prepare and maintain specialist resources as required				
5. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse				
6. Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order				
7. Update records, including production of reports and analysis of information				
8. Contribute to planning and development of systems, policies and procedures for their technical area.				
9. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.				
10. Order and maintain resources within an agreed budget				
11. Demonstrate the use of equipment to technical and other staff				
Individuals in this role may also undertake some or all of the following:				
1. Ensure the adherence to health and safety regulations by technical support staff within the school				
2. Supervise the training and development of other technical support Staff. Provide clerical and administrative support to the classroom teacher as directed				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> Working at or towards appropriate national occupational standards (NOS), for example laboratory and associated technical activities or supporting teaching and learning as appropriate to the type of technician role with knowledge / skills equivalent to national qualifications level 3 or equivalent experience in a specialist area. Knowledge of appropriate use of specialist equipment and ability to communicate and demonstrate this knowledge effectively to staff and pupils. 				
NJC Job Evaluation Assessment				
Factor	Relevant Job Information			Points
1.	Knowledge	Knowledge of a range of procedures for preparation and maintenance of materials and equipment equivalent to national qualifications level 3.		60
2.	Mental Skills	Resolves problems in relation to resources / materials and equipment and practical learning activities. Analysis of information. Plans and develops practical activities.		39

3.	Interpersonal & Communication Skills	Communicates with pupils and adults to provide technical information and provide support for pupils' learning.	3(a)	39
4.	Physical Skills	Assembly, disassembly and cleaning of equipment	2	26/39
		Dexterity and precision for specialised equipment	3	
5.	Initiative & Independence	Works on own within recognised procedures with groups of pupils; deals with problems as they arise.	3	39
6.	Physical Demands	Regularly lifts and moves, pushes and pulls resources, materials and equipment which may be awkward or heavy.	2	20
7.	Mental Demands	Sensory/mental attention for preparation of equipment and working with groups. Work is regularly interrupted.	2	20
8.	Emotional Demands	Rare exposure to emotionally demanding situations when working with pupils	1	10/20
		Occasionally exposed to emotionally demanding situations when working with pupils.	2	
9.	Responsibility for People Wellbeing	Responsible, under the specific instructions of a teacher or other professional, for supervision of planned practical learning activities for individuals or small groups of pupils, including identifying needs and adjusting activities as necessary.	3(a)	39
10.	Responsibility for Supervision	Regularly responsibility for training of other staff.	2	26/39
		Supervisory responsibility for the training of a small team of staff.	3	
11.	Responsibility for Financial Resources	Accounting for equipment, materials supplies for specialist/technical area within a small budget.	2(b) and (c)	26
12.	Responsibility for Physical and Information Resources	Responsible for the selection, ordering and safe, secure storage of a range of resources / materials / equipment or Contributes to development of policies and procedures for the technical/specialist area	3	39
13.	Working conditions	Works in a technical/practical area, e.g. laboratory, craft room, workshop	2	20/30
		Regularly exposed to dirt, fumes, chemicals, liquids, possible hazardous materials, working in a kitchen or working with potentially dangerous equipment.	3	
Total				403-449

Role Title
Technician 4 (includes art and design, food, science technicians)
Purpose of the role (job statement)
To work with teachers to manage the provision of technical support for learning activities, working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.
Responsibilities
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Take a lead role in contributing to the planning, development and/organisation of equipment, systems, policies and procedures for the specialist technical area 2. Advise teaching staff on technical support to meet curriculum requirements 3. Assist the teacher in producing lesson and work plans, deliver technical learning activities and monitor pupils' work under the overall supervision of a teacher 4. Assess pupils work in relation to using equipment / conducting experiments and provide feedback to classroom teachers 5. Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and pupils 6. Manage, support and develop other technical support staff, ensuring they have the required skills to provide technical support for teachers 7. Develop and implement plans to safely and securely store allocated resources / materials / equipment 8. Update records, including production of reports and analysis of information. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards. 9. Manage the budget for the purchase of technical materials and equipment and undertake regular audits of resources <p>Individuals in this role may also undertake some or all of the following:</p> <ol style="list-style-type: none"> 1. Management of technical support staff across a range of technical areas. 2. Under the direction of a teacher, takes responsibility for providing learning activities for groups and/or whole classes of pupils, including planning and adjusting lessons and other activities.
Indicative knowledge, skills and experience
<ul style="list-style-type: none"> • Working at or towards appropriate national occupational standards (NOS), for example laboratory and associated technical activities or supporting teaching and learning as appropriate to the type of technician role with knowledge / skills equivalent to national qualifications level 4 or equivalent experience in a specialist area. • Knowledge and understanding of supporting pupils in a specialist area.

NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Points
1.	Knowledge	Knowledge of procedures for management of a technical/specialist area, including policy development, advice on technical support for curriculum requirements, development and delivery of technical/practical learning equivalent to national qualification level 4.	4	80
2.	Mental Skills	Requires analytical, judgement or creative skills to develop practical lesson plans and activities, analyse pupils' performance and provide feedback on this	4	52
3.	Interpersonal & Communication skills	Communicates technical information to pupils to promote learning adjusting approaches as necessary. Provides feedback and technical advice/support to teachers. Negotiate with suppliers	4(a)and (c)	52
4.	Physical Skills	Assembly, disassembly and cleaning of equipment	2	26/39
		Dexterity and precision for specialised equipment	3	
5.	Initiative & Independence	Takes a lead in developing systems and processes in the technical area. Decisions have a direct impact on service provision.	4	52
6.	Physical Demands	Regularly lifts and moves, pushes and pulls resources, materials and equipment which may be awkward or heavy.	2	20
7.	Mental Demands	Medium periods of mental concentration for development of policies, procedures, practical activities. Work is regularly interrupted.	3	30
8.	Emotional Demands	Infrequently exposed to emotionally demanding situations when working with pupils	1	10/20
		Occasionally exposed to emotionally demanding situations when working with pupils.	2	
9.	Responsibility for People	Responsible, under the direction of a teacher, for supervision of the planned learning activities of individuals, groups of pupils. Implements specific policies on health and safety in relevant area(s)	3(a)	39/52
		Under the direction of a teacher, takes responsibility for providing learning activities for groups and/or whole classes of pupils, including planning and adjusting lessons and other activities.	4	
10.	Responsibility for Supervision	Responsibility for a small team of technicians	3	39/52
		Manage technical support staff in more than one department.	4	
11.	Responsibility for Financial Resources	Responsible for departmental budget for equipment, supplies, materials	3	39

12.	Responsibility for Physical and Information Resources	Orders, procures, stores and maintains a wide range of technical resources; responsible for the safe storage and treatment of materials. Take a lead role in the development of policies and procedures which have impact on the specialist technical area.	4(d)	52
13.	Working conditions	Works in a technical/practical area, e.g. laboratory, craft room, workshop	2	20/30
		Regularly exposed to dirt, fumes, chemicals, liquids, possible hazardous materials, working in a kitchen or working with potentially dangerous equipment.	3	
Total				511-570