

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

TECHNICAL TECHNICIAN

ERN06303

EXTERNAL

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Job Description

Person Specification

This Recruitment Pack should contain all the information you require to complete your application.



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DEPARTMENT:	Education
JOB TITLE:	Technical Technician
JOB STATUS:	Full Time – 52 Weeks
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	7
HOURLY RATE:	£17.54 - £18.85
ANNUAL SALARY:	£32,008 - £34,399
HOURS PER WEEK:	35
WORK PATTERN:	Monday to Friday 8:30 to 16:00 (30 minute unpaid break)
LOCATION:	St Luke's High School

You will be required to provide a Technical Technician service within the school servicing the Technology Department by ensuring that all equipment and materials required are properly prepared and available in a safe and functional condition.

An appropriate Technical based qualification at C&G/ONC/HNC level, or equivalent, is essential. In addition you should have experience in the care, use and maintenance of technical equipment and have an awareness of current health & safety practices.

There could be some flexibility in the distribution of the working hours both across the week and across a session to provide the optimum support to the school and to suit the successful candidate.



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This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note - East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)



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Recruitment Dates

Closing date for applications: midnight on Sunday 17 May 2026

Shortleat date: Monday 18th May 2026

Interview date: Thursday 28th May 2026

If you would like an informal discussion about the post, please contact Kathleen Wallace, Technician Support Manager on 0141 577 3382 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children



For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



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Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



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JOB DESCRIPTION



Department: Education

Division/Section: Secondary Schools

Job Title: Technical Technician

Responsible to: FH/PT Technical

Grade: 7

Date Revised: June 2008

Principal Functions: To provide a technical technician service within the school.

Main Duties: Effectively service craft and design, graphic communication and education technology workrooms within the technical department by ensuring that all items and equipment are stored safely and are in good working order.

Operate within the flexible working arrangement by providing technician support to other departments within the school as requested by the FH/PT Technical.

Provide and support the safe and effective operation of technical departments, including the maintenance, repair, storage and availability of all items of equipment. Preparing materials for woodworking, metalworking, computing technology and electronics classes as required.

Ensure that Health and Safety legislation is adhered to, that operating procedures are monitored to ensure best practice and that personal protective equipment is used when appropriate.

Set up and provide technical aids and equipment in the classroom, demonstrate safe and effective usage and support teaching staff with practical assignments.



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Carry out cyclical safety checks of equipment/machinery and undertake routine maintenance of technical workrooms in accordance with the PUWER regulations.

Inspect, maintain and repair hand tools, portable electrical equipment, machine tools, bits and drills in accordance with the PUWER regulations.

Repair and maintain drawing boards and related equipment for graphic communications.

To operate and utilise ICT equipment and software systems (e.g. graphic communications and robotics).

Support staff and pupils in the use of ICT, audio visual equipment as appropriate to training provided and competence gained.

Undertake visual inspections or tests of equipment at a frequency specified by the HSE Portable Appliance Testing (PAT) guidelines within the Technical Department and in other school departments as requested by the FH/PT Technical and ensure that an accurate record is kept of inspections and tests carried out and action taken or recommended.

To carry out the necessary tasks and procedures for the maintenance and monitoring of safety/stock/equipment records (e.g. machine maintenance/compressors/electrical tests) in accordance with the Council's Code of Practice.

Ensure that Best Value is adhered to by ensuring that repairs are carried out internally or utilising recognised external providers as required.

To care and maintain with general security of tools, equipment, materials.

Liaise with technical teaching staff on a regular basis to ascertain technician support requirements and discuss with FH/PT Technical accordingly.

Ensure that chemicals and hazardous waste disposal materials are stored effectively and adhered to SEPA regulations.

Support technical teaching staff with the inventory control and to provide equipment requisition advice when required.

Participate in Performance Review and Development and undertake appropriate training as provided.

Provide an advisory service within knowledge and experience to associated primaries in consultation with the FH/PT Technical.

Any other technical technician duties as designated by the Head Teacher.



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PERSON SPECIFICATION

POST OF: TECHNICAL TECHNICIAN GRADE: 7	SERVICE: SECONDARY SCHOOLS DEPARTMENT: EDUCATION		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS Appropriate qualification – C&G/ONC/HNC or equivalent	√		Verification of Qualifications
RELEVANT WORK/ OTHER EXPERIENCE Engineering craft apprenticeship, mechanical engineering background and a number of years experience in the maintenance of machine tools and equipment. Experience in the Education Sector. SSERC Safe Use of Workshop machinery	√	√ √	Application Form
SKILLS AND ABILITIES Ability to construct and manufacture jigs and fixtures Have an awareness of current health & safety practices Ability to adapt to a school environment	√ √ √		Interview

Knowledge and experience in testing of portable electrical equipment		√	
PERSONAL QUALITIES Ability to communicate effectively at all levels Able to work as part of a team Be self motivated & able to use own initiative Have an enthusiastic & positive outlook Adaptable to change and ability to be flexible	√ √ √ √	√	Interview
ADDITIONAL JOB REQUIREMENTS			