**Technician – Construction**

**Responsible to:** Curriculum Manager

**Responsible for:** N/A

**Grade of post:** Scale 3 (SCP 12-13)

**Hours of work:** 37 hours per week

**Work location:** Wellington Road campus

**Job Purpose:**

To Prepare materials for lessons using a range of Carpentry machinery. Working closely with the Carpentry teaching staff, you will maintain the tools and workshops and materials to ensure that they are ready for all types of use.

**Key Responsibilities**

**Managing Tasks**

**Planning/Implementing**

Safe Routes, ordering sequences, priorities, anticipating problems, resources, schedules, rotas, initiating, allocating time etc

e.g.

1**.** Preparation and Development of equipment and materials for student and lecturer use.

2. Keep all machinery in the machine shop in a serviceable condition.

**Managing Tasks**

**Controlling/Directing/Reviewing**

Ensuring compliance with H&S Legislation, budgets, emergencies, unexpected situations, ensuring compliance, specifications, inspections etc

e.g.

1. Assist with materials and equipment inventory

2. Maintain consumables stock of tools

3. Write and review risk assessment

**Working with information**

**Estimating/Evaluating**

Time, quantity, cost, gauging progress, probability, alternatives, quality, weight, size, angles, expansion/shrinkage etc

e.g. Assist lecturers with practical work and classes

**Working with Information**

**Checking objects, work, procedures, etc**

Testing systems, work standards, availability of materials, defects, examining products or items, quality etc

e.g.

1. Ensure that current Health and Safety legislation and codes are maintained and storage of equipment and materials.

2. Ensuring safety mechanisms are functioning on machinery.

**Administering**

**Administrating/Writing/Drawing**

Keeping records, form filling, sorting mail, neat handwriting, 3d drawings, graphics, charts, sketches, tracing, copying, templates, stencils, draughting instruments etc.

**e.g.** Assist in and with demonstrations and project work

**Physical Activities**

**Working with equipment/machinery**

Setting up, adjusting, examining, operating machines, repairing, cleaning, wiring, dismantling etc

e.g.

1. Supporting teaching staff in the workshop

2. Where necessary re-organise rooms and facilities

3. Undertake planned maintenance on equipment and facilities

**Physical Activities**

**Using Tools/Modifying**

Maintaining and organising hand tools, hand held machinery and precision tools.

e.g.

1.Preparation and development of equipment and materials for student and lecturer use

2. Assist lecturers with practical work and classes

3. Ensure all bladed tools are kept sharp

**Other Duties and Responsibilities**

* To carry out all duties in accordance with the College’s Health and Safety policies and procedures.
* To carry out any other duties as directed by your Line Manager.

**Safeguarding**

The College is committed to safeguarding and protecting the welfare of learners and expects all who work with or on behalf of the College to share this commitment. All roles within the College therefore are subject to DBS regulations.

The College considers that the job holder for this role should have a DBS Enhanced CHILD.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education/Qualifications** |  |  |  |
| *Essential:* | **S/L** | **I** | **A** |
| * Relevant level 3 or above qualification in the area required * Hold English and Maths GCSE Grade C qualification/Hold level 2 English and Maths | **X** | **X**  **X** |  |
| *Desirable:* |  |  |  |
| * Relevant level 4 or above qualification * IOSH Managing Safety/Risk Assessments | **X**  **X** | **X**  **X** |  |
| **Knowledge and Experience** |  |  |  |
| Essential: |  |  |  |
| * Experience of relevant programmes * Proven record of relevant and current vocational experience * The ability to control stock and order systems | **X**  **X**  **X** | **X**  **X**  **X** |  |
| Desirable: |  |  |  |
| * Experience across different disciplines | **X** | **X** |  |
| **Technical Skills** |  |  |  |
| *Essential:* | **S/L** | **I** | **A** |
| * Knowledge of IT windows based systems i.e. word, excel, * Proven knowledge of health & safety practices * Training skills * Strong customer focus – able to articulate when the learner has been put at the centre of all activities * Experience of identifying and realising potential business opportunities | **X**  **X**  **X**  **X**  **X** | **X**  **X**  **X**  **X**  **X** | **X** |
| *Desirable:* |  |  |  |
| * Able to set up and manage databases | **X** | **X** |  |
| **Personal/Behavioural Attributes** |  |  |  |
| *Essential:* | **S/L** | **I** | **A** |
| * Good interpersonal and communication skills (written and verbal) * Able to work flexibly as part of a team and use own initiative * Excellent organizational and planning skills * Ability to prioritise and work to deadlines | **X**  **X**  **X**  **X** | **X**  **X**  **X**  **X** |  |
| *Desirable:* |  |  |  |
| * Demonstrable track record to get the best out of students | **X** | **X** |  |
| **Safety Critical Role** |  |  |  |
| **Subject to Enhanced DBS** |  |  |  |

**S/L = Short Listing**

**I = Interview**

**A = Assessment**

**Equality and Diversity**

We are committed to the promotion of equality of opportunity in all of our activities and to encouraging access to our College from all groups irrespective of race, gender, age, disability or sexual orientation. We are working to create an environment in which cultural diversity and individual difference are positively valued in an atmosphere free from harassment and discrimination. We take our legal and moral obligations with respect to equal opportunities seriously and welcome dialogue with groups and individuals on ways in which our equal opportunities policies and practice can be enhanced.