

Our mission is: 'Realising potential, transforming lives'

JOB DESCRIPTION

Job Title: Technician

Responsible to: Technician Team Leader

Accountable to: Director of Estates

Job purpose

To provide technician support for the curriculum area in practical areas including preparation for practical classes, organisation of maintenance and repairs, co-ordination and requisition of supplies. Maintain supplies and stock-take periodically.

Key responsibilities

- Maintain and operate the equipment and stock storeroom (including stock control and replacement of items). Ensure that students have access to the necessary equipment, materials and consumables to perform their studies.
- Maintain a stock control system with accurate records so that all items can be traced and accounted for.
- Order goods (equipment and stock) and act as the 'Goods Receiver' for the Department.
- Ensure storeroom and workshops are kept clean and tidy to provide a safe working environment for both students and staff.
- Arrange for equipment to be serviced and repaired as required.

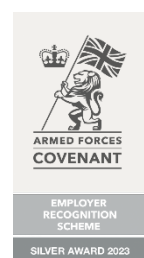
- Provide advice and information to students as to the type and availability of equipment and consumables in stock.
- Prepare materials and equipment for classes as directed by the lecturing staff.
- Reclaim and recycle materials/consumables once practical work has been completed so that these materials are ready for re-use by other students.
- Test all portable appliances annually and maintain records thereof. Remove for repair any equipment that does not comply with Health and Safety standards.
- Undertake and update, as required, risk assessments for the workshops and stores.
- Ensure that health and safety regulations are followed (including daily checking of all tools, first aid boxes, goggles and notices) to ensure a safe working environment.
- Act as First Aider for the Department. Update qualifications as required.
- Assist and deputise for other technicians, knowledge and skills permitting, as necessary.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.



- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

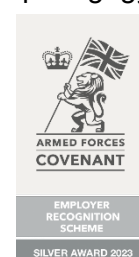
Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our students and customers first - prioritising students and their learning and progress, realising their potential, delighting our customers

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, rewarding them for the work they do

We pursue excellence in all we do - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

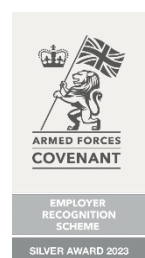


We embrace change - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

We collaborate and work in partnership with others - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.

We operate sustainably, ethically and responsibly - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- Qualified to NVQ Level 2 or equivalent or be able to demonstrate relevant industrial experience.
- Undertake training and update qualifications as required.

Desirable:

- Qualified to NVQ level 3 or equivalent.
- Health & Safety and First Aid qualified.

Skills and abilities

- Demonstrate excellent organisational skills and ability to prioritise, work to tight deadlines and manage workloads.
- Demonstrate good communication skills.
- Demonstrate a flexible and enthusiastic approach to work.
- Demonstrate a willingness to undertake further training and development
- Practical skills and a 'can do' attitude
- To contribute to and maintain College values

Updated July 2024

