



## **Highbury College**

### **Job Description**

Post: Plumbing Assessment Officer

Grade: Support Grade 4

Responsible to: Managing Director, Highbury Apprenticeships

Date Job Description Produced: Nov 2017

Date Job Description Reviewed: Nov 2017

### **College Vision 2020**

A world-class learning enterprise, leading the way, transcending borders

- Transforming and enriching lives
- Pioneering innovative approaches to education and training
- Inspiring ambition and co-creating sustainable futures with individuals, businesses and communities
- Serving our diverse stakeholder communities with pride and passion
- An influential organisation, recognised for excellence locally, nationally and internationally

At the heart of this vision is the College mission which is 'to enable all our students to succeed'.

#### **Strategic priorities for realising the vision and mission include:**

- Student Success, Resilience and Employability
- Innovation for Growth and Sustainability
- Amazing College, Amazing Staff
- Alliances, Partnerships and Collaboration
- Passion for Portsmouth
- Digital Transformation
- Commerciality

The Plumbing Assessment Officer is responsible to the Managing Director of Highbury Apprenticeships providing high quality general support to the Plumbing Department in order to enable the College to meet the above broad objectives. Team working and communications within an overall approach that values people will be of key importance.

### **Main Duties and Responsibilities of the post**

•	To supervise students as they conduct practical assessments
•	Setting out resources for students to use in assessment
•	Maintain Health and Safety standards
•	To ensure assessments are being carried out to Awarding Body requirements

<b>Planning and Organisation</b>	
•	It is essential that to occupy such a role, the post holder will have well developed organisational, communication and teamwork skills. S/he will also have an ability to meet targets and deadlines.
<b>Direction Received</b>	
•	Reporting to the Managing Director of Highbury Apprenticeships the post holder must be self-motivated and capable of creativity and innovation.
<b>Liaison</b>	
•	Liaise with academic and business support staff within the College.
•	Act as an ambassador for the College in any external activities so that the College's good reputation is further developed.

#### Accountabilities:

<b>A. Key Accountabilities</b>	
•	Administration responsibilities
•	Maintain Health and Safety Standards
•	Ensure Assessments are being carried out to Awarding Body requirements
<b>B. Quality and Standards</b>	
•	Contribute to sharing good practice through peer and cross College activities
•	To promote equality and diversity and endeavour to meet the varying needs of our diverse student population
•	Ensure assessments are being carried out to Awarding Body requirements

<b>C. Finances and Resources</b>	
•	To adhere to College financial regulations

<b>D. Staff Learning and Development</b>	
•	To keep up to date with national, regional and local trends, initiatives and priorities which affect students, programmes and the curriculum.
•	To identify and communicate personal learning and development needs and to undertake learning and development activities in line with the aims and objectives of the College.
•	To identify individual training needs and support staff learning and development activities

<b>E. Other Duties</b>	
•	To be a member of such College Committees and working parties as may be agreed from time to time.
•	This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time.

<b>F. General</b>	
•	Further Education operates within a dynamic, challenging and complex environment. Consequently, all staff are expected to adopt a flexible approach to their work and participate constructively in College activities.

•	This job description will be reviewed annually during the performance review process and may be varied in light of the business needs of the College.
•	The appointment will be made on a spot salary. Annual pay awards will be subject to satisfactory performance and budgetary considerations.
•	To be aware of and adhere to the College's Safeguarding Policy at all times and take any necessary action where appropriate.

### **Safeguarding Children and Vulnerable Adults**

Highbury Colleges has a moral and statutory duty to safeguard and promote the welfare of all its students. We are committed to providing a safe learning environment, and where possible, living environment, for all our students. The post holder will therefore be required to commit to the College Safeguarding Adults and Child and Young People Protection Policy and help to keep students safe from a wide range of potential harm. The post holder will also be required to attend annual safeguarding training and will be subject to an enhanced DBS check.

### **Equal Opportunities & Diversity**

All Highbury College staff are required to promote equality of opportunity and diversity in all aspects of their job. Staff should value and celebrate differences in age, disability, sexual orientation and religious belief and ensure that the College offers a welcoming and inclusive environment to all its students.

### **Health, Safety and Wellbeing**

Highbury College prides itself in being a safe environment for learning and working. We continuously strive for improvement, developing our management systems to involve everyone. We expect all of our staff to be part of our safe culture by: recognising their responsibilities for keeping themselves, colleagues, students and visitors free from harm. We demonstrate continued compliance with our policies and procedures and ensure the Health, Safety and Wellbeing of everyone at Highbury College remains a priority.



## Person Specification

Post: Plumbing Assessment Officer  
Grade: Support Grade 4

**Note to candidates:** Please study the items in this Person Specification carefully when completing your application; try to describe your knowledge, skills and experience in terms of the particular items.

<b>Assessment Area</b>	<b>Essential Criteria</b>		<b>Assessment Method</b>
<i>Certified Qualifications</i>	1	Minimum five GCSEs or equivalent	Application Form
<i>Experience</i>	2	Experience in working to deadlines	Application Form Interview
<i>Skills, Knowledge and Competencies</i>	3	Understanding of safeguarding in the context of education	Application Form Interview
	4	Ability to work as part of a team	
	5	Ability to work on own initiative with minimum supervision	
	6	Ability to meet targets within agreed timescales	
	7	Excellent organisational skills	
<i>Personality / Characteristics</i>	8	Professional approach to work and appearance	Interview Reference
	9	Enthusiasm and optimism	
	10	Commitment to excellence	
	11	Flexible attitude in the way he/she performs the job	
<i>General</i>	12	Commitment to operating in a harmonious, safe and secure environment	Interview
	13	A commitment to equality of opportunity and widening access to education for all	
<b>Assessment Area</b>	<b>Desirable Criteria</b>		<b>Assessment Method</b>
<i>Experience</i>	14	Experience in Education environment	Application Form
<i>Work related circumstances</i>	15	Ability to travel independently across sites	Application Form Interview