##### South Staffordshire College

##### Corporate Style Business Support Job Description

**JOB TITLE:** Technician

**PAY POINT:** Band 3, points 12-15

**CONDITIONS OF SERVICE:** Business Support

**RESPONSIBLE TO:** Curriculum Team Leader

**LINE MANAGEMENT:** None

**LINKAGE:**

**JOB PROFILE**

*Regardless of a specific job title and role, for all employees at this College their primary role is:*

*‘To Help Learners Succeed’*

The Technician will work with their Line Manager to ensure that the South Staffordshire College is recognised for excellence in all that it does. The post holder will make a major contribution to the delivery of its agreed purpose and underpinning values, these being:

Purpose:

“*Transforming the life chances of our communities.”*

*Values:*

*Togetherness - Working together to provide an outstanding experience for our learners, employers and communities.*

*Standards - High performance to enhance life chances and success of learners, communities and employers.*

*Sustainability - A beacon for sustainable development, educate, inspire and enhance quality of life.*

*Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.*

**Scope of Responsibilities**

The primary purpose of the Technician is to provide support for the preparation of all workshop/laboratory/project/assignment activities that support the curriculum delivery. Specific curriculum work areas to be assigned will be dependent on specialisms and campus location.

This role will include the maintenance and keeping records of equipment, the ordering and preparation of materials, stock and inventory control and managing the goods received system.

**Specific Responsibilities**

* To maintain all equipment, including specialist equipment, keep records of equipment, prepare materials as outlined in lesson plans, clean equipment, receive and issue stores and work to a planned preventative maintenance programme where applicable
* To set up equipment and/or materials for practical sessions, demonstration, laboratory work or assignments and clear away after the session is completed.
* Maintain records to ensure effective stock control of all materials, equipment, tools and maintenance of stores, including booking out and tracking of all stock items.
* Ensure that all materials, equipment and tools are kept securely.
* Ordering and re-ordering of materials, equipment and tools as requested by the budget holder, at all times following correct financial procedures.
* Reporting any health and safety problems which may arise in accordance with safety procedures
* Assisting staff and managers in implementing health and safety procedures in practical areas in accordance with risk assessments
* To maintain a file in each work areas to include all COSHH and data sheets associated with the activity.
* Liaison with other college staff when necessary.
* Attendance at college open evenings and information events when requested.
* Attendance at faculty and subject sector meetings.
* Work to a weekly timetable which will vary depending on meetings with curriculum managers.
* To undertake training as Fire Marshals and where agreed with the individual as First Aiders
* To perform any other duties commensurate with the nature of the post

**General Organisational Responsibilities**

For all posts at the College there is a corporate objective of ensuring post holders have an understanding of organisational priorities and the nature of the College in relation to its business.

All support staff and academic staff contribute to the success of the organisation and as such post holders will be provided with information about the College from their induction as a new employee and during their period of employment through issue of staff newsletters, information on the intranet and from the internal communications that exist.

The following is an indication of the corporate areas and activities the College would like all postholders to have an awareness of and understanding. Some activities will be more specifically relevant to some roles than others.

**Purpose**

* To make a contribution to the creation and maintenance of an ethos and inclusive culture of high quality and continuous improvement to develop the College to be the major provider of learning, education and training for the communities it serves across Southern Staffordshire and beyond.
* To make a contribution to the creation of a single responsive college that will provide easy access to a range of outstanding provision for adults, young people and businesses, whilst promoting social inclusion and supporting economic prosperity for stakeholders within Southern Staffordshire and beyond.
* To make a significant contribution to the creation and maintenance of an ethos that promotes equality of opportunity for both staff and students.

**1** **Key Awareness in relation to:**

**Governance and Management**

* To be aware of the strategic planning processes within the College set by the Board.

**Academic and Business Development**

* To be aware of the academic and vocational provision and business development of the College.
* To be aware of the development of “e-learning” to facilitate new methods of teaching and learning.
* To support be aware of the development of student support processes and procedures that ensure that all learners have effective tutorial support, ensure their additional support needs are met and have access to appropriate enrichment activities.

**Quality Management**

* To be aware of corporate strategies, systems, policies and procedures.

**Human Resource**

* To be aware of the College’s commitment to the creation of a culture that encourages debate, rewards innovation and fosters inclusiveness and productive team working.

**Physical and Financial Resource Management**

* To be aware of the development of the Financial Memorandum and the College’s Financial Regulations and Procedures.
* To be aware of the development of the College Estate Strategy to ensure the accommodation meets the evolving needs of learners.
* To be aware of the effective management of risk through the implementation and monitoring of related policies and procedures.
* To support the College in the implementation of health, safety and security policies, strategies and mechanisms which meet legislative and other best practice requirements and which provide a welcoming and safe learning environment in all College premises and campuses.

**2 External Links and Partnerships**

* To be aware of the College’s commitment to strengthen supportive partnerships and alliances with local communities, stakeholders, other education providers, employers, professional bodies and appropriate Government departments.
* To be able to support the College in its commitment to develop a dynamic, innovative and entrepreneurial culture.

**Marketing and Recruitment of Students**

* Contribute and support the College’s marketing activities which is to achieve recruitment targets.
* Support the College in its enrolment process.

**3 Support for Students**

To be aware of the range services available for supporting learners’ financial, personal and emotional needs, and lines of referral.

To be aware of the additional learning support provision available to support individual learners’ needs and lines of referral.

**4** **Sustainable Development**

South Staffordshire College is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the College, our stakeholders and the wider community. Details of policy, information and the staff development supporting the policy on environmental sustainability will be promoted through the website and various College communication channels

**5 College Safety**

As part of your role and a condition of your employment, your Manager may require you to undertake responsibilities of a Nominated First Aid Officer and, or Fire Marshall Duties, including how to operate Evac Chairs. Appropriate training will be provided as part of your CPD programme to support your specific duties.

**6 Other Duties**

* To support where appropriate the preparation for and during the inspection period.
* To undertake such other duties as your Line Manager may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College*.*

**2025 Behaviours**

All employees have a role to play in creating and maintaining a positive experience for all our learners, staff and clients, and as such, all employees will be asked to display the 2025 behaviours that have been developed in consultation with our learners and staff.

This specification is current at October 2017 and is representative of the range of specific duties/responsibilities expected of the post. The duties and responsibilities are neither static nor exhaustive and are liable to variation to reflect any future changes required of this post, as determined by your Line Manager.

The general organisational responsibilities may change from time to time to reflect organisational developments and/or further education related issues.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualifications | Qualified to level 3 |  |
| Experience | Experience working as a technician in an education environment |  |
| Knowledge | Knowledge of equipment, materials and tools used in the curriculum areas covered by this role |  |
| Personal Attributes | Ability to work in a team  Personal warmth, openness and sensitivity  Highly motivated to personal and team achievement and able to work on their own initiative  Company loyalty  Innovative and creative | Effective in problem solving |
| Skills | Ability to use logic and information to achieve goals  Effective use of business tolls and IT (this may be desirable for some posts)  Able to prioritise work to ensure achievement of targets |  |
| Safeguarding | DBS clearance (upon offer)  Motivation to work in an environment with children and young people.  Ability to form personal boundaries in an environment with young people and vulnerable adults.  To be sensitive, and to apply yourself appropriately, in an education environment. | Emotional resilience in working with challenging behaviours  Willingness to use authority and maintain discipline in an educational environment |