

## **JOB DESCRIPTION**

**Job Title:** Learning Resource Officer – Plumbing

**Grade:** D

**Line manager:** Curriculum Manager

**Section:** Plumbing

**Directorate:** Construction & Entry to Employment

### **Purpose of the Job**

To provide technical support for staff and students

#### **1 Main Duties**

- 1.1 Prepare materials and apparatus for demonstrations and practical work including examination requirements as directed
- 1.2 Monitor stock levels using appropriate systems and order materials as authorised by the Curriculum Manager/Director of department
- 1.3 Be responsible for the care and maintenance of plant and equipment and the upkeep of related service records
- 1.4 Liaise closely with appropriate Curriculum Manager and Director of department to ensure that the postholders' support is directly relevant to the needs of the Directorate in which s/he is placed
- 1.5 The care and maintenance of tools, tool stocks and their issue to and collection from students
- 1.6 The keeping and issue of stores
- 1.7 Prepare and maintain equipment used on courses as and when required
- 1.8 Preparation of materials to meet the course requirements
- 1.9 Maintain clean working areas
- 1.10 Installation, checking and implementing new equipment and resources and ensuring correct operation

- 1.11 Assisting in the demonstration of techniques and practices to students
- 1.12 Keep inventory of equipment and resources
- 1.13 Support tutors with student assessments of competence to national standards
- 1.14 Provide support to other areas of the Directorate where there is a reduction in workload or on occasions as directed by the Curriculum Manager and Director of department

## **2 Technical Duties**

- 2.1 Assist on matters of technique, application and operation of equipment to staff and students, operating equipment when required
- 2.2 Provide 'hands on' technical support in any of the subject areas within your technical capacity as required throughout the Faculty
- 2.3 Keep the Curriculum Manager apprised of potential problems/issues/changes as required, in relation to the service provided
- 2.4 Undertake minor repairs and alterations to work areas and equipment
- 2.5 Act as portable appliance tester within the sector after training

## **3 Administration**

- 3.1 Assist in compiling and collating statistics as required. Completed forms/returns
- 3.2 Receive telephone calls and visitors. Provide necessary information and deal with queries or take messages and refer to the relevant personnel
- 3.3 When necessary, attend special meetings, functions and presentations within the sector/Directorate
- 3.4 Photocopy as required or arrange with the Media Resources Centre for appropriate work to be undertaken as directed by the Curriculum staff and operate the facsimile machine

## **4 Health and Safety Responsibilities**

- 4.1 Adopt safe working practice at all times and assist lecturing staff in the maintenance of safe working procedures in teaching laboratories/workshops
- 4.2 Assist in the implementation of safe systems of work requirements within areas of responsibility

- 4.3 Liaise with the Curriculum Manager and Director on the progress and maintenance of safe systems of work on all matters in relation to health and safety. Any matter outside the authority of the LRO must be referred to the Curriculum Manager and Director of the department to enable appropriate action to be taken
- 4.4 Be responsible for keeping working areas clean and equipment orderly

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other appropriate duties as directed by the Principal within the grading level of the post and the competence of the post holder, You will be required to work occasionally in the evenings and Saturdays and undertake other college duties.

## **5 Safeguarding Children and Vulnerable adults**

- 5.1 Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required
- 5.2 Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate

## **6 Health and Safety**

- 6.1 The Corporation recognises and accepts its responsibilities as an employee to ensure, as far as is practicable, the health, safety and welfare of all its employees. A copy of the Health and Safety policy can be located in electronic form on the Staff Intranet. You are responsible for familiarising yourself with the policy and adhering to the health and safety rules in the workplace

## **7 General**

- 7.1 Be aware of, and comply with, legislations/competence standards relevant to the work of the Directorate
- 7.2 Understand and comply with all college policies, including the Policy to promote Equality of Opportunity
- 7.3 Assist as required during examination and enrolment periods
- 7.4 Be conversant with Health and Safety and Safeguarding requirements
- 7.5 Participate in the Staff Learning and Development, Review and Appraisal Scheme
- 7.6 Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

## **8 Information, Advice & Guidance**

8.1 Use opportunities to develop the self-esteem and confidence of students when they seek help and support

8.2 Signpost or refer students to appropriate specialist support in a way that is free from direct or indirect discrimination and develops the students' trust in the College

Additionally for specialist support staff (e.g. Opportunities Coaches, Student Finance Support Advisors, Course Information Advisors)

8.3 Provide impartial and confidential advice so that the students are able to make informed choices about their future learning and work

**NB In consultation with you, this job description is liable to variation to reflect actual contemplated or proposed changes to your job.**

## **PERSON SPECIFICATION**

NB: You will need to demonstrate in your supporting statement how you can meet the criteria listed below.

<b>Post Designation:</b> <b>Learning Resource Officer – Plumbing</b>	<b>Information available from</b>			
	<b>Application Form</b>	<b>Tests</b>	<b>Interviews</b>	<b>References</b>
<b><u>1. Education and Training</u></b>				
(E) Qualifications in Plumbing trade up to Level 2 or equivalent	✓	✓	✓	
(E) Evidence in appropriate training in the field of Plumbing	✓	✓	✓	
(D) Training or an understanding of systems for effective storekeeping and stock control	✓		✓	
<b><u>2. Experience</u></b>				
(E) Relevant industrial experience	✓	✓	✓	
(E) Ability to maintain workshop equipment and update maintenance logs	✓		✓	
(E) A working knowledge of appropriate health and safety regulations	✓		✓	
<b><u>3. Communication</u></b>				
(E) Able to effectively communicate orally and in writing	✓		✓	
(E) Computer literate	✓		✓	
(E) Able to deal firmly and helpfully with students especially those with a range of learning abilities)	✓		✓	✓

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<b><u>4. Disposition / Personal Qualities</u></b>				
(E) Able to relate to others and work as a member of a team	✓		✓	✓
(E) Be patient and have the ability to empathise with learners	✓		✓	✓
(E) Show initiative and responsibility. Act on own initiative with the situation demands			✓	✓
(E) Good timekeeping/attendance	✓		✓	✓
(E) Physically fit, ability to move equipment				✓
<b><u>5. Professional Knowledge/Understanding</u></b>				
(E) Have an understanding of a range of construction trades, including carpentry & joinery, painting & decorating, plumbing, electrical and tiling	✓	✓	✓	✓
(D) Knowledge of modern electronic systems and diagnostic testing	✓		✓	✓
(E) Able to demonstrate an understanding of equality of opportunity and have practical ideas on how to implement it			✓	
<b><u>6. Professional Judgement/Decision Making</u></b>				
(E) Able to prioritise tasks and use own initiative within scope of responsibility			✓	✓
<b><u>7. Circumstances</u></b>				
(E) Flexible approach and willingness to adapt to changes			✓	✓
(E) Willingness to respond to instructions from your Line Manager			✓	✓

Post Designation: Learning Resource Officer – Plumbing	Information available from			
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<b><u>8. Safeguarding</u></b>  (E) Understanding of safeguarding Legislation and its application within the educational sector  (E) Commitment to safeguarding and promoting the welfare of children and vulnerable adults	✓  ✓		✓  ✓	
<b><u>9. Equality and Diversity</u></b>  (E) An understanding of and commitment to all aspects of Equality and Diversity	✓		✓	

## Conditions of Service

The duties for the post of **Learning Resource Officer – Plumbing** are outlined in the enclosed job description. The conditions of employment for this post are summarised below. There will be a further opportunity to discuss these if you are invited for interview.

## Hours of Work

The hours of work for this post will not normally exceed **36** hours per week.

## Salary

This post has been evaluated on Scale **D** of the **Business Support Staff** Scale, Point **12**. This currently equates to **£18,819 per annum pro rata plus £1,812** London Weighting. Please note that if you are appointed your salary will be based on a match to your current salary (or your highest salary within the last 18 months) up to the maximum stated above (evidence of this will be required in the form of an up-to-date payslip).

Salaries are paid monthly on the 25th of every month or the last working day prior to the 25th if the 25th falls on a weekend or bank holiday. The only exception to this is for the December payment, which will be on an earlier date that will be notified to you on an annual basis. Payment will be made direct into a bank/building society account. You will need to provide details of your branch, account number and sort code before payment can be made to you.

## Annual Leave

**25 days** per annum and all Bank and Public Holidays normally observed in England and Wales. The College also shuts for an additional 5 efficiency closure days plus 3 statutory days which the Principal will set at the beginning of the academic year. Although every effort will be made to meet requirements for Annual Leave, service demands will take preference. All leave is subject to an efficient service being maintained and specific restrictions may apply.

## Pension Scheme – Local Government Pension Scheme

If you are aged between 16 and 65 years old you are eligible to join the **Local Government Pension Scheme**. Contributions vary between 5.50% and 7.50% depending on salary for Employees before tax is deducted and the College currently contributes a further 14.5%. All eligible employees will have to elect to be brought into the Scheme, and a contribution, dependent on full time equivalent annual salary, is deducted from salary prior to tax. Additional voluntary contributions can be arranged via AVCs or Added Years. Applicants must make a decision whether to contribute or not - deductions will be made automatically if no election is made. You may only apply for a refund within the first three months of employment

## Probationary Period

Appointment will be subject to a probationary period of **six** months in the first instance.

## Staff Development

As part of the Contract of Employment, all appointees will be required to attend staff development events and take part in the College's Performance Management and Appraisal scheme.

## Pre-Employment Checks



### Eligibility to Work in the United Kingdom

You will be required to provide evidence of your eligibility to work in the United Kingdom if you are shortlisted for interview, or you will need to declare that you require Sponsorship to work in the United Kingdom.

### References

All appointments are made subject to references, which are satisfactory to the College.

### Health Screening

All appointments are made subject to medical clearance. The successful candidate will be required to complete a medical questionnaire, which is sent to the College's Occupational Health Adviser. (Currently Haringey Council).

### Criminal Background Checks/Independent Safeguarding Authority Registration

The successful candidate will need to register with the Independent Safeguarding Authority prior to commencing employment at Barking & Dagenham College. Please note that there is a charge for this registration, which you will be liable for. Full details can be obtained at <http://www.isa-gov.org.uk/> The ISA Registration will include a full Criminal Records Bureau Check.

## **BARKING AND DAGENHAM COLLEGE**

When you join Barking & Dagenham College you will be entitled to a whole host of great benefits

### **TRAINING AND DEVELOPMENT**



**The College is committed to continued professional development and actively encourages training and development**

### **PENSION SCHEME**



**The College operates the Local Government Pension Scheme as well as the Teachers Pension Scheme (TPS)**

### **CHILD CARE**



**The College partakes in the Government Childcare Voucher Scheme. You can obtain information from their website at [www.busybees.com](http://www.busybees.com) or from the HR department**

### **GETTING AWAY FROM IT ALL!**



**Generous Annual Leave Allowance**



**The College has a Christmas closure of 2 weeks in addition to your annual leave entitlement**

## HEALTH AND WELLBEING



**Join the College Gym at Rush Green Campus for £15 per month**



**30% discount on all hairdressing services at Head Jogs Commercial hair salon at the Exchange Centre Ilford**



**10% discount on all TIGI products available at the Head Jogs Salon**



**Health and Beauty treatments at reduced prices at the Colleges Beauty Salons at Rush Green & TSA**

## FREE CAR PARKING



**Free Car Parking at the Rush Green Site**