JOB DESCRIPTION

**POST TITLE:**  General Technician

**GRADE:** Harmonised Salary Scale Point 10 – 11

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

**DEPARTMENT:** Applied, Academic & Service Industries

**RESPONSIBLE TO:**  Director of Learning (DOL)

**RESPONSIBLE FOR:** Providing technical support for teaching staff and students to maintain high quality delivery of the curriculum and to support the College’s vision to become and sustain outstanding

**PURPOSE OF THE POST**

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| The post holder will: |

1. Provide support in Arts, Photography, Media, Graphics and Fashion Services. However, it is expected that should priorities determine it the post holder will be expected to provide support across the College.
2. Undertake evening duty when required.
3. Provide support within the area of learning based on your vocational expertise.
4. Strive to achieve consistently outstanding provision.

# **DUTIES AND RESPONSIBILITIES**

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| 1. Undertaking administrative duties for ordering, receipting and recording goods and materials within the Directorate in accordance with established procedures. |
| 1. Preparing teaching materials, equipment and resources for student activities and project work. |
| 1. Distributing equipment, tools and materials to authorised staff and students. |
| 1. Carrying out risk assessment of processes, equipment, facilities and COSHH. |
| 1. Maintaining stock control for equipment and consumables and informing relevant members of staff when re-ordering is necessary. |
| 1. Checking deliveries with delivery notes and storing goods or materials delivered. |
| 1. Providing a high quality, professional image and environment as directed by the Director of Learning |
| 1. Ensuring all display work is up to date, of a high quality and represents the students within the current area |
| 1. Assisting in the efficient running of the area by being aware of the duties performed by other members of the team and to help if requested. 2. Providing support in other areas of the College when required. 3. Repairing and maintaining equipment and tools to comply with Health & Safety requirements. 4. Reporting maintenance/unsafe items which cannot be rectified by the Directorate technician. 5. Disposing of waste materials in line with College procedures. 6. Undertaking training as required by the College in order to accommodate flexibility within the technician structure. 7. Attending meetings and briefings to support the smooth running of the Directorate. |

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

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| **Post:** | General Technician | **Department:** | Engineering and Construction |

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| **Key Requirements:** | **Essential/**  **Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| A nationally recognised Art and Design qualification at Level 3 | **E** | **A** |
| Maths and English Level 2 (or equivalent) or willing to work towards | **E** | **A** |
| **Experience:** |  |  |
| Previous experience in the Art and Design area | **E** | **A / I** |
| Care and maintenance of specialist equipment | **E** | **A / I** |
| Experience in monitoring/updating mandatory Health & Safety records | **D** | **A / I** |
| Experience in preparation of specialist equipment for Open Days/Evening/Marketing events | **D** | **A / I** |
| Experience of supporting teaching and learning in a classroom, workshop or workplace environment | **D** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Good communication skills (verbal & written) | **E** | **A / I** |
| A sound knowledge of ordering of materials and stock control | **D** | **A / I** |
| ICT Skills using Microsoft Office | **D** | **A / I** |
| Ability to work efficiently and accurately under pressure | **E** | **I** |
| A sound understanding of the use of established safety practices | **E** | **I** |
| A basic working knowledge of the Art and Design Industry | **E** | **A / I** |
| Ability to plan and organise the day to day activities | **E** | **A / I** |
| **Qualities:** |  |  |
| Ability to interact with all level of learners and staff members | **E** | **I** |
| Ability to use own initiative to develop and improve the service within the constraints of the College policy and procedures | **E** | **I** |
| Desire to deliver outstanding performance within the directorate | **E** | **I** |
| Positive, can-do attitude | **E** | **I** |
| Ability to be a good team player and also work independently | **E** | **I** |
| Committed to delivering excellent customer service i.e. resolving issues fully, to the customer’s satisfaction | **E** | **I** |
| Well-presented/business like | **E** | **I** |
| Willing to learn new systems and flexible in adopting new ways of working | **E** | **I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **E** | **A/I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **A/I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | David Smith | **Date Produced:** | 28/11/2018 |