THE TRAFFORD COLLEGE GROUP

**Job Description**

**JOB TITLE:** Technician (Engineering)

**REPORTS TO:** Head of Studies

**RESPONSIBLE FOR:** N/A

**AREA:** Engineering

**GRADE/SALARY:** £16,947 - £17,991 pa

**Our Vision**

‘A Dynamic College that Inspires People’

That all our learners will secure employment and progress in their careers as a result of the knowledge, skills and the work ethic they have developed at the college. Businesses will recognise Trafford College Group as the leading provider of the workforce, meeting the needs of the Greater Manchester skills priorities and supporting the economic growth of the region.

**Our Values**

Bold -Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect - Show respect for all those that we meet on our journey through life.

Collaborate and Teamwork - Collaborate through effective supportive teamwork.

Professional - Demonstrate a professional attitude at all times

**JOB PURPOSE:**

The post holder will be required to provide a technical support service to the department and other resource areas as required contributing to the effective operation of the Departments activities.

**KEY AREAS OF ACCOUNTABILITY**

**KEY AREAS OF RESPONSIBILITY**

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| 1. Prepare equipment and materials for practical classes, demonstrations and exam projects.
2. Assist staff and students to ensure learning environments operate effectively and to a high standard.
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| 1. Facilitate the efficient and effective running of the Department, as directed.
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| 1. Take receipt of deliveries and check against orders, reporting any as appropriate.
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| 1. Maintain, repair and rebuild tools and equipment, as directed.
2. Check stock levels of consumables on an agreed timetable and report needs as appropriate.
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| 1. Issuing/dispensing of materials tools and equipment to staff and students in accordance with the Department’s procedures.
2. Ensure good housekeeping of workshops, service rooms and stores areas studios classrooms etc.
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| 1. Adhere to health and safety procedures and systems ensuring compliance with Health and Safety legislation.
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| 1. Participate effectively in the relevant aspects of the College’s quality system.
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| 1. To participate in course teams and other staff meetings, so as to make an effective contribution.
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| 1. To provide a high level of customer service and work co-operatively with other areas of the College.
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**Equality and Diversity:**

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to equal opportunity and diversity.

**Health and Safety:**

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group’s Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults:**

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

**Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**Person Specification –** Technician Engineering

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| **Attributes** | **Essential** | **Desirable** |
| **Values and Behaviours** |
| Be **bold** in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential | ✓ |  |
| Be **ambitious** for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do. | ✓ |  |
| Show **respect** for all those that we meet on our journey through life | ✓ |  |
| **Collaborate** through effective and supportive **teamwork** | ✓ |  |
| Demonstrate a **professional** attitude at all times | ✓ |  |
| **Qualifications** |
| Literacy and Numeracy to a level two as a minimum | ✓ |  |
| A technical qualification to level 2 in the industry specialism |  |  ✓ |
| Qualified First Aider or willing to undertake the training | ✓ |  |
| Fire Marshall trained or willing to undertake the training | ✓ |  |
| **Relevant Experience** |
| Experience of working in the relevant industry | ✓ |  |
| Experience of operating, identifying issues with and maintaining/repairing relevant equipment | ✓ |  |
| Experience in using IT packages | ✓ |  |
| Trained in Manual Handling or willing to undertake | ✓ |  |
| Experience of providing Technical support in an education setting |  |  ✓ |
| An awareness and understanding of Health and Safety in the workplace | ✓ |  |
| Be able to demonstrate an understanding of the requirements for ensuring effective customer care and quality assurance | ✓ |  |
| Be sensitive to the needs of all learners, have an understanding of the principles of equal opportunities and appreciate the need to adopt a positive approach to managing diversity | ✓ |  |
| Be an effective team member by supporting colleagues, being approachable and a good listener | ✓ |  |
| Have a flexible approach to work and be receptive to new ideas | ✓ |  |