### newsjr

JOB DESCRIPTION

Post Title: OLC Supervisor /Technology Assistant

Purpose:

To supervise the Open Learning Centre and to assist the IT Helpdesk in support of the provision of a quality learning experience for students.

Responsible to:

The Principal through the Vice Principal (Staffing and Resources) and the Central Services Manager.

Liaising with:

Visitors to the college, e.g. suppliers, contractors and external agencies. Relevant staff with cross college responsibilities, e.g. Senior Leadership team, College Management team, teachers within the department and division, Personal Tutors, support staff and students.

Working Time:

8:30 am to 4:30 p.m. Monday to Friday. Full time, Term time only

Grade: 17 – 19 Sixth Form Colleges’ Support Staff Pay Spine

Main Duties and Responsibilities:

OLC Supervision

* To supervise the students in the Open Learning Centre whilst they utilise the facilities for study or revision, ensuring noise levels do not escalate to a point where other students are disturbed.
* To mark registers for study sessions held in the OLC using REMS.
* To maintain suitable paper supplies in the MFDs, provide stationary as required, i.e. hole-punch, staplers, etc. and maintain the area in a tidy and presentable manner.
* To ensure waste paper is recycled and energy savings are made by ensuring all equipment is turned off at night.
* To support any other initiatives setup by the College Management Team to enhance the students’ learning experience.
* To assist MIS in exam periods when they use the OLC to meet students for room supervision.
* To provide cover in the LRC as required.

Technology Assistant

* Log calls and escalate them to the Network Services team as required.
* Give support to both students and staff on working with College applications and systems and on keeping within the guidelines of the College policies.
* Maintain adequate toner stock records, raising Purchase Order Requisitions and checking delivery notes in a timely manner as required.
* Print student ID cards and update the relevant systems with the new ID numbers and details.
* Distribute and install toner in a timely manner as required.
* Help deliver hardware and resources to work areas and classrooms as required.
* Assist in the safe disposal or recycling of obsolete equipment, used consumables and waste materials in line with College procedures and legal requirements.
* Help to maintain the security of the College network, reporting any breaches of security to the Network Manager.
* Other administrative duties as required by Central Services.

General

* To be responsible for the application of good practice when setting up, using, dismantling and sorting materials and equipment ensuring compliance with health and safety, COSHH and other relevant regulations.
* To assist in the organisation and promotion of the effective and efficient use of equipment in College to support departments including relevant record keeping.
* To assist and contribute to the examination and improvement of methods, procedures and initiatives adopted by the department.
* To assist in responding to College issues of promoting new initiatives.
* To assist with evening/weekend activities and functions and other events as required.
* To be aware of and comply with the College’s Policies and procedures.
* To be aware of equal opportunities and to demonstrate these principles in all aspects of work.
* To understand the college’s Safeguarding and Health & Safety policy and to work within its guidelines.

Staffing

Staff Development

1. To undertake staff development where appropriate.
2. To take part in the College’s Appraisal Process.

Deployment of Staff

1. To ensure that appropriate arrangements for cover are made when absent.
2. To work as part of a team and to ensure effective working relations.

Quality Assurance

1. To ensure the effective operation of quality assurance systems.
2. To contribute to the process of the setting of targets within the department and to work towards their achievement.
3. To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

Communications

1. To ensure familiarity with the department’s aims and objectives.
2. To liaise with relevant external bodies as appropriate.

Marketing and Liaison

1. To contribute to the College liaison and marketing activities.
2. To link with external agencies as appropriate.

Management of Resources

1. To contribute to the maintenance of an attractive working environment in your area.

Other

1. To support the aims and objectives of the College.
2. To attend meetings as appropriate.
3. To undertake any other duties the Principal or his designated alternate may reasonably direct from time to time within the context of the St John Rigby College contract.
4. This Job Description is subject to periodic review and amendment.

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| It is agreed that the above is a brief and concise description of the above job. |
| Date: | 1 February 2018 |
| Prepared by: | Lisa Daley, Central Services Manager |
| Approved by: | Peter McGhee, Principal |