Job Description

Post:	**Technician**
Salary Grade:	**Band 8, Points 19 - 23, of the SFC Support Staff Pay Scale**
Responsible to:	**Head of Department**

Key Purpose:

1	To provide an efficient and effective technical support within the workshop / classroom and assessment areas, working flexibly across the Department.
2	To provide appropriate technical advice to teaching staff to help support the learner experience / learner achievement.

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	To prepare workshops / classrooms, ensuring that all materials, equipment and apparatus is set up and ready for practical sessions.
b	To be responsible for the booking out system for equipment / tools, etc., to retrieve after use and ensure that all equipment is accounted for and returned.
c	To carry out day to day maintenance on equipment / tools, when necessary, and to be responsible for all equipment, tools and materials in the department ensuring all are kept secure when not in use.
d	To liaise with external suppliers to build and / or maintain relationship in order to seek best value for money and purchase necessary supplies / equipment and / or to ensure the optimum running of the department / to provide the best service for staff / students.
e	To follow established ordering procedures to ensure adequate supplies/resources (e.g. materials) are available (within pre-determined limits) to meet work requirements, and to ensure timely delivery.
f	To take responsibility for the delivery of supplies, materials and tools and to

	ensure they are stored correctly and safely within a reasonable time, including checking the invoices / purchase orders against the delivery and signing for the delivery.
g	To work with teaching staff to develop materials to help the curriculum area meet the needs of learners and staff
h	To assist with planning, organising and booking of external trips and visits by students.
i	Liaise and assist Teaching staff / Head of Department during parents evenings, open evenings and / or other events
j	To liaise with other support functions within the college (IT, Estates, etc.), to ensure that equipment is maintained, rooms are adequate, etc. in order to deliver an outstanding quality service within the role
k	To provide technical advice and assistance to teaching staff and other technicians on the setting up of test equipment, all machinery in the workshops, classrooms, etc. and to assist with practical classes, demonstrations and student projects as required, e.g.: testing and fault finding projects and to undertake such advice and assistance to students with minimum supervision.
l	Prioritise tasks within daily routine to ensure work is completed to time and appropriate standard.
m	To work to own initiative when needed and be responsible for organising personal workload to ensure forward planning takes place and all deadlines are met.
n	To ensure that an efficient service is offered to students and potential students at all times and to be responsible for delivering an outstanding quality service within their role.
o	To take reasonable care for the Health and Safety of self and others who may be affected by acts or occasions related to your work.
p	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

Person Specification – Technician

		Essential	Evidence	Desirable	Evidence
Qualification	1	Literacy Level 2	Application / Certificate		

	2 3	Numeracy Level 2 IT Level 2	Application / Certificate Application / Certificate		
Professional Development	4	Evidence of ongoing professional development	Application		
Experience	5	Experience of working in relevant industry / sector	Application / Interview		
Knowledge	6 7	The ability to word process and use IT to a high standard Good written and verbal communication skills	Application / Interview Application / Interview		
Skills/ Qualities	8 9 10 11 12 13	Excellent interpersonal, communication and organisational skills. Ability co-ordinate and motivate staff Good negotiating skills Ability to work on own initiative. Good communication skills – oral, written and IT Excellent organisational skills	Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview		

	14	Good interpersonal skills	Application / Interview		
	15	Able to keep calm in difficult situations	Application / Interview		
	16	Able to work effectively and efficiently	Application / Interview		
	17	Ability to build good relationships with students, staff and suppliers	Application / Interview		
	18	Flexible approach to work	Application / Interview		
Other	19	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application / Interview		
	20	Commitment to college policies i.e. Health & Safety, Equal Opportunities, Inclusion, Quality Assurance and the College Charter.	Application / Interview		
	21	DBS Check acceptable to college will be undertaken for successful applicant	Appointment		