

JOB DESCRIPTION

Post Title: Technician
Responsible to: Head of Department

Purpose of the Role

The postholder will be expected to:

- To be responsible for the day to day running of the allocated workshops and to provide resources and support for both lecturers and students.
- To develop and maintain good working relationships with all external and internal customers of the College.
- To take responsibility for, and assist as required, the supervision of student learning in any part of the Department's operations.
- To ensure a safe working environment in workshops and in any assessment and storage areas

DUTIES:

1. To assist Lecturers and Trainer Assessors in providing student supervision and guidance, in order to provide effective and efficient programmes of education and training.
2. Organisation of workshops to ensure effective utilisation of space and realistic work simulations and prepare materials for use by students construct assessment/training rigs, training aids as requested and maintain learning resources.
3. Overall responsibility for Health and Safety in workshops and to ensure compliance with all statutory health, safety, welfare regulations and College safety policy. To carry out Risk Assessments, maintain COSHH information, accident/incident reporting.
4. Inspection, routine and non-routine maintenance and cleaning of machinery, tooling, equipment and hand tools.
5. Ordering of materials, receiving of deliveries and effective stock control. Recover and recycle waste materials and deal effectively with scrap metals where necessary.
6. Organisation and operation of material and equipment stores to ensure safety and safe keeping. Issue and ensure the safe return of all equipment and tools.
7. General cleanliness and appearance of workshops, tools and equipment.
8. Assist the team of technicians when required.
9. Undertake training and staff development including first aid to keep up to date for the above activities.

Corporate Responsibilities

1. To share and demonstrate the values of the College.
2. To adhere to all College regulations including financial regulations.

General Responsibilities

1. To take responsibility for ones own continuous and professional development.

2. To ensure compliance with the Data Protection Act and Freedom of Information Act.
3. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainable Development Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.
4. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at www.gov.uk

Required Qualifications

- GCSE Maths and English grade C qualifications or recognised equivalent (or attain within the probationary period)
- Minimum Level 2 qualification in relevant area of expertise

Required Knowledge

- Knowledge of current Health & Safety practices as applied to a construction environment.
- Awareness of the College's commitment to Equal Opportunities both in terms of employment and service delivery
- Knowledge of the Apprenticeship programmes and the Frameworks for the Construction Sector
- Awareness of current trends in Construction
- Effective organisational skills
- Able to:
 - disseminate information to others
 - maintain good working relationships with others
- Appropriate vocational ability
- Effective written and verbal communication skills
- Effective ICT skills
- Continue to meet the occupational competencies as required by the Awarding Body
- Able to travel as necessary to fulfil the duties of the post