

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Brickwork Technician
Responsible To:	Head of Construction
Department:	Construction
Salary Grade:	Grade C

JOB ROLE

Provide full technician support to the Construction team, assisting the Brickwork Lecturer in the delivery of both practical and theoretical sessions. This role will involve supporting the learning and development of students within the department, with potential growth in learner numbers in Year 2 and possible expansion to include apprenticeship provision.

KEY DUTIES

No	Description of Duties
1	Prepare materials as directed by tutors
2	Check tools and equipment to ensure in safe working order.
3	Prepare work areas ready for activities, including removal of old materials and disposal to skip
4	Maintain a safe, clean and tidy condition workshop and associated areas
5	Assist in receiving deliveries and placing into stores
6	Under direction issue tools and equipment to students and maintain associated records as appropriate
7	Maintain stock level and advise of shortfalls
8	Maintain and update stock lists of tools and equipment
9	Assist in the enrolment procedures and other administrative procedures as required, as is the case with all support staff
10	Undertake appropriate in-service training when required to do so

11	Ensure effective communication takes place with management, staff, students, customers and clients
12	Ensure a high level of confidentiality at all times

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title:

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	At least two A-levels or Equivalent level of qualification.		X
1.2	Hold a relevant qualification to NVQ 2/3	X	
1.3	Hold a valid First Aid at Work Certificate, or be willing to undertake training	X	
1.4	Hold or be willing to undertake a Manual Handling Certificate	X	
2. Experience			
2.1	Reasonable experience of working in the Industry	X	
2.2	Familiarity of working within an educational establishment	X	
2.3	Experience of working with Industry related machinery	X	
3. Skills/Abilities			
3.1	A confident communicator, able to interact professionally with a range of stakeholders including school children, academic staff and employers	X	
3.2	Excellent organisational and administrative skills	X	
3.3	Able to work effectively under pressure, to tight deadlines	X	
3.4	Able to work on own initiative	X	
3.5	Able to use ILT and emerging technologies to support teaching, learning and assessment	X	
3.6	Strong project management skills	X	
3.7	Able to demonstrate a genuine understanding of and commitment to Equality, Diversity and Inclusion in practice.	X	
4. Qualities			
4.1	Possess a Full UK driving licence	X	
4.2	Have your own transport that can be used for carrying out your job (mileage will be reimbursed)	X	
4.3	Willingness to work flexibly	X	
5. Other Requirements			
5.1	Willingness to assist with evening duties, including open evenings, interviews, and enrolment events	X	
5.2	Ability to work between multiple sites at short notice	X	

Shortlisting Criteria		Essential	Desirable
5.3	Willingness to work flexibly	X	
5.4	High levels of personal integrity and ability to maintain a high level of confidentiality as required, applying discretion and judgement	X	
5.5	Act as an ambassador for the College	X	
5.6	Proven confidence in dealing politely and helpfully with a wide variety of people, both internally and externally	X	
5.7	Resilient and calm in pressurised situations	X	
5.8	The ability to build and maintain effective relationships	X	