

## Job Description

**Directorate/Division:**

**November 2017**

**Title of Job:**

**Technician - Plumbing**

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**Responsible to:**

Section Manager

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**Key Purpose:**

To facilitate the access of students to those resources which support their learning programmes. To provide support for both teachers and students.

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**Conditions of Service:**

As set out in the CNWL Support Staff contract

**Grade:**

3/4

**Hours/working pattern:**

36 hours per week, 52 weeks per year

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### MAIN DUTIES AND RESPONSIBILITIES

1. To assist and support staff and/or students of all ages up to degree level in the effective and safe operation of the designated work areas and in the use of related Plumbing equipment/resources
2. To service the designated learning environments and to secure the effective maintenance of designated Plumbing equipment/learning resources, e.g. by:
  - Providing equipment, instruments, tools etc. in a clean and tidy manner, assembled and transported as directed
  - Clearing away, cleaning and tidying equipment, tools, instruments etc., together with the designated areas
  - Carrying out and arranging for the regular necessary maintenance of all designated equipment, tools, instruments etc.
3. To operate and demonstrate the use of Plumbing instruments and equipment to staff and students, if required.

4. To liaise with lecturing and other staff in the Directorate/Division, with administrative staff, contractors, suppliers etc., and with Learning Resources staff in the development and operation of learning resources facilities
5. Provide an installation, maintenance and repair service for equipment and instruments, including IT hardware and software, as appropriate;
6. Exercise stock control, and receive deliveries of materials and/or equipment.
7. To assist Lecturer, as required.
8. To undertake budgetary control and care at all times.
9. To provide service delivery to meet the needs of learners across the Directorate.
10. To operate and demonstrate the use of Refrigeration and Air conditioning instruments and equipment to staff and students, if required
11. To assist with the induction and training of new staff

**Additional essential responsibilities:**

1. To undertake any training relevant to the efficient delivery of any of the above duties and to take responsibility for the post holders own professional development.
2. To undertake any such other, broadly analogous task as the Principal or their delegate may from time to time determine, or the demands of the College may require.
3. To carry out the above duties at all times with the College's Equal Opportunities, Health and Safety, No Smoking and Quality Management Policies.
4. To carry out his/her duties and responsibilities at all times with due regard to the College's Safeguarding, Equal Opportunities, Health & Safety, No Smoking and Quality Management Policies.

**Special Conditions**

1. The nature of this post means that the post holder may need to travel from time to time to all the College centres and to other external venues
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet external needs which may include working evenings and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS) check.

This job description is current at the date of issue. As and when the work of the College develops or changes so the areas of responsibility may be subject to change, and the job description will be reviewed. Such changes will, in the first instance, be made in consultation with the post holder.

**College of North West London**  
**Person Specification & Short listing criteria**

*Minimum requirements of the post, with an indication of how these are to be assessed.*

	<b>Education/Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Tested?*</b>
1.1	Suitable Plumbing Technical Qualification up to NVQ Level II or equivalent	✓		CERT/AF
1.2	NVQ Level 3 (or be prepared to get)		✓	CERT/AF
<b>2</b>	<b>Experience/Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Tested?*</b>
2.1	Proven recent experience and technical knowledge of Plumbing	✓		IV
2.2	Experience of stock control, raising purchase requisitions and sourcing goods using electronic methods.	✓		AF/IV
2.3	Knowledge of Microsoft Office Programs (Word, Excel, Outlook) and Internet Access/Usage	✓		AF/IV
<b>3</b>	<b>Skills/Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Tested?*</b>
3.1	Excellent communication skills and ability to convey and explain concepts in straightforward language	✓		IV
3.2	Ability to establish productive and supportive working relationships with students, clients and colleagues	✓		IV
3.3	Good organisational and administrative skills	✓		AF/IV
3.4	Experience of Health and Safety applications and safe working practices.	✓		AF/IV
3.5	Able to work effectively on own initiative and with minimum supervision.	✓		AF/IV
3.6	Able to work in a flexible rota across the Directorate.	✓		IV
<b>4</b>	<b>Qualities/Genuine Occupational Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Tested?*</b>
4.1	Enthusiastic and able to inspire students and clients	✓		IV
4.2	Prepared to participate in new developments and contribute professional advice	✓		IV
4.3	To have an understanding of, and commitment to Equal Opportunities in practice.	✓		IV
4.4	In addition to candidates ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> <li>• Motivation to work with children and young people;</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people;</li> </ul>	✓		IV

	<ul style="list-style-type: none"> <li>• Emotional resilience in working with challenging behaviours;</li> <li>• Attitudes to use of authority and maintaining discipline;</li> </ul>			
*	Evidence of criteria will be established from: AF - Application form, IV - interview, Test - skills test / prepared question / presentation Cert - certificate checked by interview panel			