

JOB DESCRIPTION

Job Title:	Technician - Construction (Carpentry)
Department:	Department Sustainable
Contract:	Permanent Full time
Salary Range:	£28,031 - £30,378 per annum
Salary Grade:	SS3
Report To:	Senior Technician
Job Purpose:	<p>To work as part of a dedicated Construction team, providing high-quality technical support to staff and students engaged in practical learning activities.</p> <p>The role involves preparing, maintaining, and supervising workshop environments; supporting the delivery of practical sessions; maintaining equipment and consumables; and contributing to the continuous development of resources and facilities in collaboration with the Senior Technician and wider team.</p>
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. Provide technical support to lecturers and students during practical sessions, ensuring that safe working practices are consistently followed. 2. Support Lecturers in the delivery of regular workshop-based teaching sessions and assessments and, on occasion, provide cover when required 3. Manage and maintain workshops and teaching spaces, ensuring all tools, machinery, and equipment are safe, functional, and fit for purpose; liaise with external maintenance contractors where required. 4. Work closely with teaching staff to schedule practical activities, allowing sufficient time for preparation, setup, and post-session clear-down.

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	<ol style="list-style-type: none"> 5. Prepare equipment, materials, tools, and instructional resources for planned practical activities. 6. Maintain accurate stock control and inventory systems, including auditing resources and ensuring adequate levels of consumable materials. 7. Order materials and equipment in line with College processes. Keep accurate records of deliveries and stock within the department. 8. Ensure workshop security, cleanliness and Health & Safety is always maintained in the workshop and department. 9. Diagnose faults and carry out repairs on practical equipment where appropriate. 10. Maintain tools and equipment, including arranging servicing, inspections, and repairs. 11. Actively contribute to wider departmental projects and initiatives. 12. Demonstrate the safe and effective use of key equipment to students, visitors, and new or developing staff as part of inductions and training. 13. Participate fully in College/University activities, including attendance at meetings, boards, committees, recruitment events, admissions processes, and student interviews as required. 14. Take part in and deliver relevant training to support the ongoing development of the University. 15. Attend meetings, training sessions, and events that contribute to programme development, providing feedback to the teaching team and Senior Technician. 16. Support Lecturers in new workshop practical activities prior to delivery.
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	<ol style="list-style-type: none">17. Provide technical support for open days, events, and activities outside of core working hours where required.18. Ensure all working practices comply with the requirements of the General Data Protection Regulation (GDPR).19. Uphold and promote the principles of Safeguarding and the PREVENT agenda at all times.20. Any other duties commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	Technician – Construction (Carpentry)	Weighted criteria
Experience:		
1	Experience of Construction skill relevant to the area of activities or similar operations in industry or education environment.	x
2	Experience of setting up and maintaining practical equipment and controlling an adequate stock of consumable equipment	x
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Skills & Abilities:		
6	Ability to support learners in a practical environment under guidance from a lecturer	x
7	Ability to liaise effectively with staff and students, working both independently and as part of a team	
8	Excellent verbal and written communication skills, IT skills and a high level of personal organisation	
9	Student and staff-focused approach to ensuring a positive experience for all stakeholders	
10	Practical manual skills in assembly, setting up / commissioning of equipment and troubleshooting faults.	
Education & Qualifications:		
11	Relevant level 2 or equivalent qualification	x
12	Minimum GCSE grade C or 4 in English and Maths	
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Training & Professional Development:		
16	Regular, relevant personal and professional development and willingness to undertake further development for the role	
17	Understanding of current Health & Safety legislation and implementation of Risk Assessments	
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Other:		
21	Flexible approach to work, including a willingness to work occasional evenings and weekends.	

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22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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