

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Technician – Electrical Installation

Job Ref No: REQ000149

Contract type: Permanent

Hours per week: Full Time – 36½ hours per week

Term-time only: No

Band: C

T&Cs: Business Support

Salary: £18,000 to £20,000 per annum

Location: South & City College Birmingham*

*Post-holders can be required to work at any College Centre

Responsible to: Head of School

Responsible to:

Aims of Job/Job Purpose

The main responsibility of this role is to support in the day-to-day effective running of the workshops as directed.

Key Accountabilities and Responsibilities

1. To keep workshop clean and tidy and ensure standards of hygiene are met and maintained
2. To assist lecturers in all practical classes
3. Be responsible for equipment, first aid requisites, fitting and consumables
4. Log all tools and equipment in and out of tool stores
5. To repair and maintain machines and tooling
6. Keep inventory and stock of all tools, machines and fitting
7. To check that all equipment is in a safe working order at all times
8. Liaise with curriculum leaders in ordering tools, fittings, consumables and keep accurate budgetary records

9. Develop work areas and rigs for students use
10. Maintain rigs and work areas
11. Plan and progress a series of jobs, keeping the line manager informed of activity
12. Attend and contribute to the section meetings
13. Prepare materials for classes as requested by teaching staff
14. Work in other trade areas for the effective support of students and cover for absent colleagues
15. Maintain high standards of health & safety in own work and in the workshop area

Other Duties and Responsibilities

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with college policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

PERSON SPECIFICATION

Education/Qualification	Have Level 2 Certificate in the relevant trade area or 5 years relevant industry experience	Application Form/Qualification Certificates
Specialist Knowledge	A trade background in connection with workshop management for specific area	Application Form/ Interview/ References
Experience	12-18 months experience in related field	Application Form/ Interview/References
Skills and Aptitude	Flexible Approach to working and have the ability to work unsupervised	Application Form/ Interview/References
Personal Attributes/Disposition	Self motivated Innovative and adaptable to new working practices Willingness and ability to work as a member of a team, including working cooperatively and supportively with colleagues and managers Demonstrate engagement in self development and willingness to undertake further development and training as required.	Application Form/ Interview/References
Practical Requirements of the Post	Able to work flexibly across college sites Able to work outside of the normal working week, with reasonable notice, as and when required and depending on the needs of the service. This may include occasional evening and weekend working.	Interview