



JOB DESCRIPTION

POST TITLE: **TECHNICIAN – BUILDING, AUTOMOTIVE & CIVIL ENGINEERING (BACE)**

POST NUMBER: **WREQ2519**

GRADE: **HAY SCALE**

JOB PURPOSE

As a Technician, you will be providing technical support to the Faculty of Building, Automotive and Civil Engineering (BACE) for all students and staff.

KEY TASKS / DUTIES

As post-holder, you will be responsible to the Dean of Faculty for the following:

- Assisting the teaching staff in the management of workshops, classrooms and outdoor training areas.
- Organising and providing the safe storage, usage, and working of all materials and equipment by both staff and students, in conformity with Health and Safety regulations.
- Assisting staff in the management and the purchase of resources and equipment.
- Safely setting up, preparing learning activities, and / or designing, as appropriate, equipment for the use of students and staff.
- Cleaning, maintaining, and repairing such equipment to maintain the work areas in a clean, neat, and tidy fashion.
- Assisting and maintaining an inventory of all the Building, Automotive and Civil Engineering Department's equipment, apparatus, and materials.
- Undertaking all appropriate risk assessments, as directed by the Subject Area Manager and required by Health and Safety legislation and the regulations for the Control of Substances Hazardous to Health (COSHH).
- Advising staff to ensure that adequate stocks and supplies of consumable materials are maintained for the adequate instruction of students.
- Conducting regular checks on the safety of all equipment in, or used in, the workshops areas, as directed by staff.



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- Maintaining work and safety standards in the workshops, providing such supervision of students and their working procedures as is required by the situation and by the teaching staff.
- Carrying out such other duties as are required from time-to-time and as are commensurate with the grade of post.

GENERIC TASKS / DUTIES

In addition to the requirements of the post above, you will be required to:

- Maintain and provide technical support for area(s) of specialism, including testing and setting up equipment.
- Supervise and demonstrate technical and practical skills to students and ensure the safe use of workshop equipment is adhered to.
- Undertake servicing and maintenance of engineering equipment and to arrange repairs, when required, to ensure that safe working practices are maintained.
- Assist with internal and external activities, such as open evenings, taster activities, and employer events.
- Comply with Information Security requirements in line with College policy.
- Undertake other duties that may be required and are commensurate with the grade of post.

SUPERVISORY RESPONSIBILITY

As post-holder, you may be required to give technical instructions to students and to other approved users in the specialist area(s).

SUPERVISION RECEIVED

You will be responsible to the Dean of Faculty, while day-to-day supervision will be exercised by the appropriate Subject Area Manager.

HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.



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STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

SALARY

Hay 9 Scale, Points 22 to 26: £21,277.00 to £24,102.00 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays.

Weston College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the virtual learning environments and classroom equipment.

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



PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| Five GCSEs at grade C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English or be willing to undertake the qualification whilst in post.</i> | ✓ | |
| Level 2 qualification in Construction, Electrical or Plumbing. | ✓ | |
| Level 3 qualification in Construction, Electrical or Plumbing. | | ✓ |
| Up to date knowledge of Construction, Electrical or Plumbing practices. | ✓ | |
| Relevant experience. | ✓ | |
| Highly motivated. | ✓ | |
| Excellent organisation skills. | ✓ | |
| Ability to work as part of a team. | ✓ | |