



JOB DESCRIPTION

Oldham College

Job Title:	Workshop Technician		
Department:	Construction	Job Ref:	
Grade:	Support Scale 4	Position Type:	Support
Responsible to:	Head of Faculty	Responsible for:	Learners provision

Job Description

Main Purpose of Role

To work as a workshop technician in the construction faculty supporting and developing the practical and technical aspects of the construction curriculum in practical lessons across the Construction Department. This will also involve supporting the teaching staff in all areas of joinery classes and supervising student learning activities.

Main Duties and Responsibilities

- To maintain teaching workshops, preparation rooms and equipment in a safe and efficient state, in accordance with statutory regulations and the College Health & Safety Policy.
- To ensure that workshop area and the preparation room are kept tidy and in a suitable state for carrying out practical demonstrations.
- To liaise with the teaching staff for the material needs of lessons and ensure that any equipment is in working order.
- To prepare and set out materials and equipment for staff demonstrations and student practice, as requested by individual teaching staff.
- To support teaching staff in working with students on specific projects – this may involve the construction of special demo models.
- To control and monitor stocks of sufficient for learning needs.
- To liaise with teachers in testing and developing new practicals prior to student investigation when requested.
- To prepare materials for external practical assessments as required by the examination board, ensuring their security and confidentiality at all times.
- To assist with the running of the external practical assessment as required by the examination boards. To attend appropriate courses as and when required and take a full and active role in personal development, e.g. for Technicians, First Aid, Health & Safety and basic Information Technology.
- To assist the area in preparing and setting up exhibits for Open Evenings.
- To participate in the College appraisal scheme and be appraised by the line manager on an annual basis.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Amy Driscoll	Date:	September 2024
Reviewed By:	Hannah Cutler	Date:	September 2024
Reviewed By:		Date:	

PERSON SPECIFICATION
POST: Workshop Technician

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organisation takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short listing criteria, all other criteria will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	<u>Evidence Required</u>
ESSENTIAL:	
To be a successful candidate you must have recent industry experience and experience of working with young adults with SEMH needs. You must also have an interest and passion for joinery and/or woodwork.	*
GCSE (Grade 4-9) Maths and English or equivalent level 2	*
DESIRABLE	
Demonstrable recent industry experience.	*
<u>Experience</u>	
ESSENTIAL	
A good knowledge of relevant Health and Safety	*
DESIRABLE	
Previous technician experience	
Experience of managing and organising resources	
<u>Skills and Abilities</u>	
ESSENTIAL	
Relevant practical skills-including conducting risk assessments	*

Well organised with excellent attention to detail	*
Flexible and adaptable individual	*
Articulate and capable of working in a team and on own initiative.	
Ability to work positively with young people	*
DESIRABLE	
Ability to create new experiments or ways of working	
<u>Managing Self</u> ESSENTIAL	
Able to manage time effectively and prioritise work to meet deadlines at self/team and cross college level.	
<u>Cross College contribution</u>	
Able to adapt own style / use appropriate interpersonal styles and communication methods to influence and build effective relationships both internally and externally.	
<u>Other Criteria</u>	
Flexible approach to attendance sometimes outside the normal hours to meet the needs of the College e.g. representing the College at evening functions, WBL visits to employer premises etc.	
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young people and/or vulnerable adults.	*