

# JOB DESCRIPTION

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**TITLE:** Technician

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**GRADE:** Support Scale 5/6

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**RESPONSIBLE TO:** Senior Curriculum Manager

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**PURPOSE OF JOB:**

- To provide an effective and efficient technical service.

**MAIN TASKS AND RESPONSIBILITIES:**

**1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

**2. In common with all other support staff:**

- 2.1 To participate in College-wide projects and tasks.

- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other locations/sites of the College.

### **3. Particular to the Post:**

- 3.1 To prepare tools, materials and equipment for use in practical classes, assessment and exams, retrieving and clearing away above items;
- 3.2 To prepare timber and sheet materials with specialist machines and brickwork materials for use in practical classes, exam and assessment sessions in accordance with the awarding body guidelines;
- 3.3 To source and prepare required tools and materials for students with learning difficulties and special needs;
- 3.4 To set up and carry out demonstrations of equipment and materials to students in a safe manner, providing clear explanations and advice;
- 3.5 To ensure machines and tools are safe and accessible for students and to minimise the risk of accidents in the classroom and to ensure work areas are clear;
- 3.6 To order tools and materials. Follow up and monitor orders and deliveries;
- 3.7 To physically lift equipment and materials and placing them into their specific locations using lifting equipment;
- 3.8 To maintain, and arrange for the maintenance and repair of tools and equipment; keeping maintenance records as directed and liaising/arranging with external agencies regarding maintenance contracts for any plant;
- 3.9 To maintain the general technology services and facilities in designated areas, reporting faults to the Senior Technician;
- 3.10 To assist teaching staff deliver on a range of courses and to prepare tools, materials and equipment for use in practical classes, assessment and exams.
- 3.11 To monitor students to ensure safe working practices are being carried out and to assist with any technical problems they may encounter in the classroom;
- 3.12 To organise and store equipment, tools and materials, including chemicals, in accordance with College policy and, where appropriate, established guidelines;

- 3.13 To clear away unused tools and to recycle any materials to minimise wastage;
- 3.14 To maintain stock levels; checking stock books as required; ordering as directed;
- 3.15 To dispose of waste materials including chemicals /industrial waste in accordance with established guidelines;
- 3.16 To set up and maintain any specialist resources as directed.
- 3.17 To use appropriate computer packages as required;
- 3.18 To participate in the maintenance of satisfactory standards of health, safety and security in relation to the technician service, in accordance with College policy.

#### **4. Person Specification:**

- 4.1. Appropriate Level 3 qualification in a relevant trade.
- 4.2 General technical skills and knowledge of Trades or Mechanical Engineering and an ability to apply these in a college environment;
- 4.3 An ability to apply specific technical skills and knowledge in relation to technical discipline; these range from Plumbing, Electrical, Brickwork and Wood Trades of which technicians have competence in the disciplines;
- 4.4 Wide range of experience and competence within the trade is required to enable the operation of these tools and equipment;
- 4.5 Good organisational skills;
- 4.6 Ability to respond technically to changes in course content and teaching methods;
- 4.7 A knowledge of the health and safety requirements of trade or engineering based work;
- 4.8 An ability to work as a member of a team and to establish effective working relationships;
- 4.9 An ability to communicate effectively with staff and students and familiar with the use of IT
- 4.10 An understanding of, and commitment to Equality and Diversity and practical ideas for their implementation in this post.

4.11 Understanding of Safeguarding and its relevance to this post.

4.12 Willingness to work towards an Assessors Award

**Additional Information:**

Hours of work: 35 hours per week – term time only. Routine fixed daily start and finish times between 08:30 and 21:00 by agreement.

Under exceptional circumstances, e.g. alterations in the College’s pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.