

## Job Description: Carpentry & Joinery Technician

### Role Specific

1. To prepare carpentry & Joinery workshops for practical assignments and to ensure course work materials are readily available for use.
2. To take delivery of materials and stack/store correctly and carry out appropriate administration duties associated with the post.
3. Provision of a store service and equipment and tool booking system
4. To maintain, repair and set up tools and equipment, including booking in of tools after use, check for re-use and return to storage.
5. Carrying out safety checks to equipment and update documentation as appropriate.
6. Maintain stock and maintenance records, keep record books up to date.
7. Provision of technical advice and assistance to staff and students engaged on practical or assignment work.
8. Using existing skills and competencies and those developed through training to undertake repairs and maintenance to College buildings, grounds and equipment
9. To provide cover across other workshops and teams within the Construction & Motor division when necessary, e.g. in the event of staff absence during annual leave, sickness or staff development events.
10. To provide support across other workshops and teams within Construction & Motor Division during department specific/ College projects.
11. To ensure satisfactory standards of safety and security are maintained and work to health & safety requirements, attending training seminars as required.
12. Keeping work areas organised and tidy, ensuring safe and easy access to equipment and materials.
13. Transporting equipment/materials as necessary to and from sites, venues and classrooms.
14. Undertake any other duties that may be reasonably required, commensurate with the grade and scope of this post and agreed with the relevant line manager. This may include supporting College events which may be outside normal hours of work.

### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	Carpentry & Joinery Technician
Qualifications and Attainments	Essential / Desirable
NVQ Level 3 or equivalent qualification in carpentry & Joinery	Desirable
Hold a FLT licence or the willingness to obtain one within 6 months of appointment	Essential
Training, Experience and Knowledge	
Experience of working within wood occupations.	Essential
Knowledge of training environments or working with 16-18 year olds	Desirable
Experience of monitoring consumable usage and purchasing materials and equipment	Desirable
Understanding of health and safety risk assessments and COSHH regulations	Essential
Personal Skills and Attitudes	
Excellent communication skills	Essential
IT Skills	Essential
Awareness for workshop equipment, methods and procedures.	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	Essential