

Technical Support Facilitator- Health and Safety

ROLE OVERVIEW

Job Title: Technical Support Facilitator

Grade: EC4

Contact Hours: 22.2 hour per week (0.6FTE)

Contract: Permanent

Faculty: Construction

Responsible to: Curriculum Area Manager/Head of Faculty

Functional Links with: All staff in the Construction Faculty

KEY ROLE OBJECTIVES

1. To provide technical support and guidance to staff and students within the Faculty of Construction, at Falcon House, Future Skills Centre and Construction Innovation Centre sites.
2. To prepare materials and equipment for groups and individual students' use.
3. To liaise with staff thus ensuring the smooth and effective day-to-day running of the faculty.
4. To ensure the facilities and equipment are prepared and maintained to the appropriate standard.

5. To maintain resources, stock control and purchasing at appropriate levels.
6. To ensure appropriate and effective Health and Safety procedures are implemented across sites.

MAIN RESPONSIBILITIES:

1. Support and guidance to staff, students and external bodies:

- 1.1 Preparation of equipment and materials for teaching sessions
- 1.2 Moving equipment and resources between storage building and workshop, both manually and with specialist equipment.
- 1.3 Liaising with Estates Department representatives and outside contractors.
- 1.4 Provide support and assist with teaching and learning in sessions.
- 1.5 Work collaboratively with other Technical Support Facilitators within the faculty, assisting and supporting them whenever it is deemed necessary to do so.

2. Prepare materials and equipment for groups and individual students' use:

- 2.1 Liaise with group tutors to ensure materials are prepared in good time and to correct specifications.
- 2.2 Ensure strict Health & Safety controls regarding access and usage by staff and students.
- 2.3 Ensure workshop is clean and tidy at all times.
- 2.4 Actively promote safe working practices at all times.
- 2.5 Ensure correct manual handling procedures are followed.

3. Ensuring the smooth and effective day to day running of the faculty:

- 3.1 Ensure compliance with Health and Safety requirements.
- 3.2 Overseeing the safe and effective use of equipment and resources.
- 3.3 Daily checks within workshop to ensure all PPE is in place, in good order and are used.
- 3.4 Ensure annexe grounds are tidily maintained.



3.5 Appropriate First Aid.

3.6 Maintain security of building and workshops including locking and unlocking where required.

4. Preparation and maintenance of facilities and equipment:

4.1 Carry out regular maintenance of tools, equipment and resources.

4.2 Carry out repairs where possible and seek specialist advice when necessary.

4.3 Carry out routine Health & Safety checks of equipment, maintenance and repairs as required.

4.4 Carry out risk assessments and obtain COSHH data sheets for hazardous products.

4.5 Maintain library of workshop manuals and technical data for workshop use.

4.6 Maintain workshop to an acceptable standard at all times.

4.7 Cleaning of specialist equipment and workshop areas.

4.8 General maintenance/upkeep/security of premises.

5. To maintain resources, stock control and purchasing at appropriate levels:

5.1 Stock check and requisition.

5.2 Establish/maintain inventories for tools, equipment and consumables.

5.3 Ensure economical recycling and disposal of material.

5.4 To ensure that cost effective purchases are made through following minimum quotation and preferred supplier policies.

6. Additional Duties

6.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

6.2 Be responsible for safeguarding and promoting the welfare of students.

6.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.

6.4 Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
2. Commitment to equal opportunities.
3. Commitment to British Values and the Prevent Agenda.

ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

Technical Support Facilitator- Health and Safety

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria

- Relevant experience within the building environment (A/I)

Desirable Criteria

- Knowledge of Health & Safety and Risk Assessment (A/I)
- Experience of working with young people (A/I)

Skills and Abilities

Essential Criteria

- Good organisational skills (A/I)
- Willing to work flexibly as part of a team (A/I)
- Able to work under pressure (A/I)
- Able to work independently using own initiative (A/I)

Desirable Criteria

- Excellent communication skills (A/I)
- Able to supervise and demonstrate tasks confidently to learners (A/I)

Personal Qualities

Essential Criteria

- Willing to undertake further training as required (I)
- Good work ethic (I)
- Ability to work in a team and on own initiative with limited supervision (I)
- Flexibility and adaptability (I)
- Good problem solving techniques (I)

Qualifications

Essential Criteria

- Relevant vocational/educational experience (A/I)

Desirable Criteria

- Relevant Vocational/Construction qualifications (A)
- Health and safety (A)
- First aid (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

Reviewed: March 2024

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.