

Job Description

Job Title:	Technician – Engineering Maintenance
Responsible To:	Business Delivery Manager – Engineering and Construction
Line Management of other staff:	No
Location:	Colchester
Salary:	£24,791 - £25,512 per annum
Date of last review:	May 2024

Purpose Statement:

To support the provision of brickwork and construction-based learning activities across FE programmes in the area for construction. To ensure that workshops are maintained in a safe operational condition, that all teaching and learning related materials are prepared in a timely manner and appropriate stock levels are maintained, working collaboratively with both teaching and support staff to meet the learning needs of students.

Main Duties & Responsibilities:

1	To maintain workshop, equipment and tools to the highest standards ensuring statutory requirements are met.
2	To competently and professionally liaise with customers and employers.
3	To maintain an effective and timely stock control system of materials and consumables including the ordering of tools and equipment.
4	To prepare materials and equipment as needed by teaching staff and students in a timely, effective, and efficient manner.
5	To contribute to the work of programme teams, committees, and boards as appropriate.
6	Ensure good health and safety practices by adhering to local area codes of practices and all other related College Health & Safety policies.
7	To, at all times, maintain high expectations of learners work and behaviour, taking action to ensure the highest of standards are met.
8	To contribute to, and or oversee practical community or college projects ensuring high standards of work are maintained at all times.
9	To assist in the promotion and marketing of programmes within your team and centre of study.
10	To develop and update personal professional expertise in the relevant areas.
11	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.

12	To undertake any other associated duties determined by the college.
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This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification
Job Title: Technician – Engineering Maintenance

Qualifications	Essential	Desirable	How is this assessed?
Level 2 qualification (or experiential equivalent) in an engineering-based discipline.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Previous experience of working within an educational environment		✓	A
Experience	Essential	Desirable	How is this assessed?
Significant industrial experience within the construction / trowel occupations sector.	✓		A
Practical trade skills in an engineering related discipline with a skills-set that includes maintenance.		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Good oral and written communication skills.	✓		I
Empathy with young people.	✓		I
High commitment to supporting young people to demonstrate high levels of behaviours and standard of work.	✓		I
Good team working skills particularly the ability to work closely and effectively with other staff.	✓		I
Proactive approach to work and the willingness to take on new and challenging tasks.	✓		I
Able to work without supervision.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I

Personal Attributes	Essential	Desirable	How is this assessed?
Ability to travel between campuses as required.	✓		I
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test