**CONFIDENTIAL**

**Job Description:**

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| --- | --- |
| **Post:** | **Technician/Instructor** |
| **Salary Grade:** | **Scale 2 Spinal Point 5 (fixed point): £16,398.36** |
| **Responsible to:** | **Head of Department** |
| **Responsible for:** |  **N/A** |

**Key Purpose:**

|  |  |
| --- | --- |
| **1** | To provide technical support to staff and students. |
| **2** | To be responsible for the daily operation of the learning environment equipment and teaching resources, and the supervision of designated learning areas. |
| **3** | To ensure that Health and Safety guidelines are adhered to. |

**Key Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **1** | To organise daily activities within the learning environment, including the preparation of teaching resources and housekeeping. |
| **2** | To provide assistance to individuals or groups of students within the learning environment. |
| **3** | To undertake reviews of health and safety policies and procedures in the workplace and undertake risk assessments. |
| **4** | To implement and maintain the regulations of the Health and Safety at Work Act 1974 and all other related Health and Safety legislation and regulations. |
| **5** | To participate in curriculum area, College, employer/parent functions, meetings and promotional activities as required. |
| **6** | Participate in course review activities and the generation and implementation of new resources and action plans. |
| **7** | Monitor and maintain equipment and prepare replacement plans. |
| **8** | Order and stock take materials and equipment. |
| **9** | Clean and maintain working spaces, develop working environment, provide technical support and assistance for projects. |
| **10** | *(To carry out PAT testing)* |
| **11** | *(Distribution and collection of tools as required on a daily basis)* |

**Cross-College Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **1** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **2** | Champion the College’s equal opportunities and health and safety requirements. |
| **3** | Take responsibility for one’s own professional development. |
| **4** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults. |
| **5** | To support and participate in College wide activities where required |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Level 2 qualification in the relevant subject area |  | Y | A |
| 2 | Technical qualification in the relevant subject area |  | Y | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 3 | Relevant industrial/subject experience | Y |  | A/I |
| 4 | Experience of following/applying Health & Safety Procedures | Y |  | A/I |
| 5 | Working knowledge of the relevant curriculum area | Y |  | A/I |
| 6 | Experience of ordering supplies and maintaining stock levels | Y |  | A/I |
| 7 | Understanding and awareness of Health & Safety legislation | Y |  | A/I |
| 8 | Knowledge of Microsoft Office applications, including Word and PowerPoint | Y |  | A/I |
| 9 | Maintaining relevant equipment |  | Y | A/I |
| 10 | Understanding of safeguarding vulnerable groups |  | Y | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 11 | Competency in using the relevant tools | Y |  | A/I |
| 12 | Time management skills, organisational skills and the ability to prioritise tasks effectively | Y |  | A/I |
| 13 | Ability to communicate to a diverse range of people at all ages and levels, verbally and in writing | Y |  | A/I |
| 14 | Ability to work alone and as part of a team | Y |  | A/I |
| 15 | Ability to solve problems and make decisions | Y |  | A/I |
| 16 | Flexible approach  | Y |  | I |
| 17 | Committed to student support | Y |  | I |

Key to assessment methods:

A = Application

I = Interview