

Colchester Institute Job Description

Job Title:	Technician – Electrical/Plumbing
Regulated Activity:	No
Responsible To:	Head of Mechanical & Electrical Services
Line Management of other staff:	No
Location:	Braintree
Salary:	Range 21

Purpose Statement:

To ensure that workshops are maintained in a safe operational state, that all teaching and learning related materials are prepared in a timely manner and appropriate stock levels maintained.

Main Duties & Responsibilities:

1	All materials needed by teaching staff and students are prepared in a timely and effective and efficient manner.
2	All equipment is kept in an operational and safe state with relevant records maintained.
3	Repair and service, where appropriate, the equipment in the area.
4	Maintain an effective stock control system of materials and consumables and order stock/materials/equipment.
5	Maintain working areas to the required standard of cleanliness and order.
6	Ensure good health and safety practices by adhering to Health and Safety at Work Regulations, local area codes of practices and all other H&S policies required by the curriculum area and the College.
7	Assistance to teaching staff and students with student work and equipment.
8	Provide demonstrations to the learners if required and give assistance to the lecturer when required.
9	Undertake administrative tasks that are relevant to the work area.

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10	The development of work projects and exercises.
11	May be required to undertake PAT testing of equipment.
12	The provision of assistance and support to the Technical Services Team.
13	The post-holder is also required to undertake such other duties as may be required by or on behalf of Colchester Institute provided that they are consistent with the nature of the post.
14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.

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

Colchester Institute Person Specification

Position: *Technician – Electrical/Plumbing*

	Essential	Desirable	How is this assessed?
Qualifications			
A Level 2 qualification in Electrical installation or Plumbing.		✓	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
Experience			
Good practical experience from working in the trade.		✓	A
Knowledge of ordering and stock control.	✓		A / I
Awareness of Health and Safety at Work related issues.	✓		A / I
IT literate in particular use of internet and email.	✓		A / I
The application of Safeguarding practice within a College or other educational environment.		✓	A / I
The application of Equality and Diversity practice within a College or other educational environment.		✓	A / I
Experience of working in an educational environment.		✓	A
Experience of using MS Office including Outlook, Word and Excel.		✓	A / I
Knowledge and Skills			
To have good house-keeping skills.	✓		I
Good numeracy.	✓		I
Possess a 'can do' attitude.	✓		I
Possess a willingness to continue to acquire and develop knowledge and skills bases.	✓		I
The ability to build and sustain professional relationships with all learners.	✓		I

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The ability to explain and demonstrate clearly to students.	✓		I
Excellent interpersonal, oral and written communication skills.	✓		A / I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices.	✓		I
Personal Attributes			
A strong commitment to equality and diversity.	✓		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