

JOB DESCRIPTION

Post Title:	Motor Vehicle Technician
Responsible To:	Curriculum Manager
Grade of Post:	£17,914 to £19,205 per annum

OBJECTIVE AND PURPOSE OF THE JOB

To carry out student workshop assessments and provide technician services for the motor vehicle workshops, teaching staff and students.

MAIN DUTIES AND RESPONSIBILITIES OF THE POST

- Ensure all users of motor vehicle workshops comply with appropriate health and safety procedures including maintaining COSHH, PAT and other statutory records. Carry out H&S risk assessments as required.
- Carry out student and apprenticeship assessments up to level 3 to meet the requirements of the Award Body both in college and in the workplace.
- Maintain assessment records and prepare assessment performance tracking for internal and external verification.
- Carry out internal verification where required under the guidance of teaching staff.
- Provide support for teachers through routine maintenance of all workshop physical resources, including powered and hand tools. Ensure appropriate records of equipment are maintained as required by the college. Develop teaching aids for classroom or workshop use as directed by teaching staff.
- Obtain quotations for equipment purchase, advice on technical issues and assist teaching staff in selecting appropriate equipment and materials.
- Ensure that and workshops are kept to a high standard of presentation ready for classes by liaising with the teaching staff delivering the curriculum in order to support their teaching.
- Supervise students in both the operation of processes, tools and equipment, and the acquisition of skills and techniques where appropriate under the guidance of teaching staff.
- Participating in Programme Area promotional and marketing activities where required.
- To support, contribute to and take personal responsibility for implementing the College's commitment to Equality and Diversity.

OTHER DUTIES APPLICABLE TO ALL STAFF WORKING AT ABINGDON & WITNEY COLLEGE

- Participating in a programme of personal development.
- Keeping abreast of developments in motor vehicle education and training.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to their own safety and that of other people using the College.
- Adopting high standards of customer service.
- Abiding by any College policies in relation to dealings with staff and students, e.g. communications, safeguarding, equal opportunities and employment policy.
- As a term of your employment you may be required to undertake such other duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The management reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

CRITERIA	HOW ASSESSED
Essential	
A craft apprenticeship in motor vehicle, and qualified to minimum NVQ 2 in Motor Vehicle Engineering	Application form, certificates
Experience of working at technician level within the motor vehicle industry or similar environment.	Application form, interview answers
Experience of maintenance of garage equipment, stock control and parts ordering.	Application form, interview answers
Level 2 or equivalent in literacy	Tests at interview
Level 2 or equivalent in numeracy (or willing to qualify)	Tests at interview
Level 2 or equivalent in IT (or willing to qualify)	Application form, certificates, tests at interview
The ability to work with a range of people including staff, students and employers.	Application form, interview answers
The ability to maintain good, clear and accurate records.	Application form, interview answers
A willingness to undertake training where necessary.	Application form, interview answers
To carry out workshop risk assessments and maintain appropriate H&S records.	Application form, interview answers
Desirable	
A level 3 qualification in Motor Vehicle engineering.	Application form, certificates
Experience of working with and supporting apprentices in the workplace.	Application form, interview answers
A first aid qualification	Application form, certificates
A Health and Safety qualification	
A knowledge and understanding of Safeguarding/Child Protection issues relevant to the post and motor vehicle industry.	Application form, interview answers

CONDITIONS OF SERVICE

The main conditions of service will be as follows:

Salary	£17,914 to £19,205 per annum
Working Hours	A minimum 37 hours per week all year round
Holidays	24 days rising to a maximum of 29 days, plus public holidays per annum.
Payment	Monthly payments direct to bank via BACS.
Medical	A medical questionnaire must be completed, and the appointment will be subject to medical clearance.
DBS	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service Disclosures and Disclosure Information' are available on request.
Smoking	Abingdon and Witney College has a non-smoking policy
Pension	Employees are automatically admitted to the Teachers' Pension Scheme. Details can be obtained from the College on appointment.

The details shown under this section are for broad information only and must not be taken as a full contract of employment.

SAFEGUARDING - Abingdon & Witney College is committed to ensuring the well being of all young people and vulnerable adults in its care.

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

✓✓ **Abingdon & Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- * Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- * Ask employees with disabilities at least once a year what can be done to be sure that they can develop and use their abilities at work.
- * Make every effort when employees become disabled to make sure they stay in employment.
- * Make sure key employees develop the awareness of disability needed to make this commitment work.
- * Review these commitments annually.