

**WILTSHIRE COLLEGE & UNIVERSITY CENTRE**

**JOB DESCRIPTION**

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| **Job Title** | Technician |
| **Salary** | Professional Services Grade 3 |
| **Reports to** | Head of Department |

**Job Purpose**

To support the Curriculum Area by working with staff and students in the workshop environment, ensuring equipment and resources are available to support student learning.

**Main Duties and Responsibilities**

1. Give demonstrations in the use of equipment, materials and curriculum area techniques
2. Assist in the preparation of teaching materials, setting up and dismantling of workshop assessments
3. Ensure workshop equipment is in working order ready for learning sessions
4. Maintain and keep up-to-date inventories and records of equipment and materials
5. Provide technical support to students
6. Keep workshops and ancillary areas clean and in a fit and safe condition for use
7. Ensure the health and safety of students in the use of equipment and materials
8. Assist and advise on modification to existing equipment and design and construct such equipment as may be required by the teaching staff
9. Operate equipment and machines, carrying out routine maintenance and adjustments as appropriate
10. Monitor stock levels and manage replacement of stock as and when required
11. Maintain safe systems for storage of materials and equipment
12. Provide cross-college support as required by the other technician teams

**General**

1. To undertake any further training as identified in the college review procedures.
2. To participate fully in college Quality Procedures.
3. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
4. To comply with and promote college Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
5. To understand, comply with and promote the college’s Safeguarding policy and procedures.
6. To understand, comply with and promote the college’s Diversity policies and procedures.
7. To engage in continuous professional development.
8. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually through the college PDR scheme.

**PERSON SPECIFICATION** (E = Essential D = Desirable)

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| **Method of Assessment**  The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed. | **Essential or Desirable** | **Application Form** | **Interview** |
| **Qualifications** |  |  |  |
| To hold an Level 2 (GCSE A-C) qualification in English and maths | **E** | **X** | **X** |
| To hold an Level 3 or above NVQ qualification with the specialism subject | **E** | **X** | **X** |
| **Knowledge / Previous Experience / Skills / Ability** |  |  |  |
| Ability to demonstrate recent and relevant experience of the curriculum area | **E** | **X** | **X** |
| Experience of flexible working routines | **E** | **X** | **X** |
| Knowledge of the ordering and supply of equipment and materials | **D** | **X** | **X** |
| Knowledge of Health and Safety and COSHH regulations | **D** | **X** | **X** |
| Experience of working with young people aged 14+ | **D** | **X** | **X** |
| **Personal Attributes** |  |  |  |
| Ability to write notes using correct grammar, punctuation and spelling to a high degree of accuracy and presentation | **E** |  | **X** |
| Confidence to work with a wide range of people | **E** |  | **X** |
| Ability to work independently or as part of a team | **E** |  | **X** |
| Ability to organise oneself and to prioritise workload | **E** |  | **X** |
| **Further Requirements** |  |  |  |
| Willingness to undertake First Aid Training if required | **E** |  |  |
| An understanding of and commitment to Equality and Diversity as it applies to a supportive service in the workplace | **E** |  |  |
| An understanding of safeguarding and a commitment to creating a safe learning environment | **E** |  |  |

**In addition to the candidate’s ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children.**

**Notes:**

**This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the college following consultation with the post holder. The job description, duties and key performance outcomes must be reviewed annually with the line manager and amendments approved by a member of the Senior Management Team.**