

Construction Technician **Role Description**

About the role

To be responsible for providing a workshop support service and ensuring the effective utilisation, general care, maintenance and security of materials and equipment used in workshops. Ensure Health and Safety is always maintained, as well as providing a service to teaching staff to assist them in the delivery of learning programmes.

Main Duties

- To utilise machinery & equipment in a competent and safe manner
- To ensure safe stacking and storage of materials and equipment.
- To issue materials and equipment from stores to workshops.
- To maintain all plant, small tools and other equipment.
- To prepare materials as required by teaching staff.
- To carry out general preparatory works for student projects.
- To break down student work including projects and reclaim materials.
- To maintain all workshop areas in a safe, clean and tidy condition.
- To assist in maintaining security of stores and workshops.
- To undertake minor works depending on trade background and experience.
- To receive deliveries of materials and equipment.
- To assist in stocktaking and maintain records relating to materials and equipment.
- To employ safe working practices and to comply with relevant Health and Safety Regulations.
- To maintain and replenish First Aid boxes throughout designated workshops.
- To participate in the provision of First Aid assistance if required.
- To undertake other relevant duties as may be reasonably be requested by the Assistant Principal or Curriculum Manager.
- To be responsible for safeguarding and promoting the welfare of students having due regard to the College's Child & Vulnerable Adults Protection Policy.

Commitment to Safeguarding and Equality and Diversity

RNN Group places the safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality and Diversity and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Single Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Requirement for flexibility and updating of the role description

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety and quality assurance.

Terms and Conditions – Support Staff

The terms and conditions for the role are as follows:

Salary: Spine Point 11, currently £17,525 per annum

Pension: Automatic enrolment to the South Yorkshire Pension Scheme

Holidays: 22 days per annum plus bank holidays (Increases with service to a maximum of 26 days plus bank holidays).

Construction Technician Role Specification

AF-Application Form I-Interview R-Reference CQ-Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
• Relevant experience of working within a trade in the Construction Industry	✓		AF,I,R	✓
• Experience of working with young people or in an educational environment		✓	AF,I,R	✓
2. Qualifications				
• Craft Certificate (NVQ Level 1) or equivalent in an associated specialised construction trade	✓		AF,I,R	✓
• Level 2 Literacy and Numeracy	✓		AF,I,R	✓
• Health & Safety Training		✓	AF,I	✓
• Forklift Truck Trained		✓	AF,I	✓
• First Aid qualified		✓	AF,I	✓
3. Practical and Intellectual Skills				
• Good communication skills	✓		I,R	
• Good trade skills	✓		AF,I,R	✓
• IT skills	✓		AF,I,R	✓
• Confidence in dealing with people	✓		I,R	
• Good knowledge of Health & Safety issues	✓		I,R	
• Knowledge of Child Protection		✓	I,R	
• Experience of team working		✓	I,R	
• Experience of ordering materials		✓	I,R	
4. Disposition / Attitude				
• Pleasant and helpful approach at all times	✓		I,R	
• Able to work in an organised and methodical manner	✓		I,R	✓
• Work effectively as a member of a team.	✓		I,R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I,R	✓
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		I,R	
• Able to work with sensitive information and treat this confidentially in line with the requirements of the Data Protection Act	✓		I,R	
• Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		I	
5. Training				
• Willing to undertake any training connected with the post	✓		I	
6. Physical Make-up				
• Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		R	