

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Motor Vehicle Technician</b>
<b>Responsible To:</b>	<b>Head of Section</b>
<b>Department:</b>	<b>Automotive</b>
<b>Salary Grade:</b>	<b>Grade B</b>

### JOB ROLE

To provide technician support to the department and related trades, including maintaining tools, resources and equipment. Keeping the workshop in a clean, safe condition and supporting staff in the learning environment.

### KEY DUTIES

No	Description of Duties
1	Ensure effective communication takes place with management, staff, students, customers and clients
2	Be responsible for workshop equipment, tools and materials, and carry out work as directed by the Head of Section and Garage Manager  This includes assisting in: <ul style="list-style-type: none"> <li>a) Ensuring a high level of Health and safety is maintained</li> <li>b) To prepare resources and materials for the use by students</li> <li>c) To support teaching staff in the workshop etc</li> <li>d) To maintain motor Vehicles to a good standard</li> <li>e) To remove and dispose/recycle of used materials and resources.</li> <li>f) Maintain Health and safety records as required by COSHH</li> </ul>
3	Sound knowledge of Motor Vehicle skills to undertake repairs to vehicles to a good standard
4	To check tools and equipment are in a safe working order
5	Assist in ordering, receiving deliveries and maintaining stock control
6	Assist in the enrolment procedures, development days and other administrative procedures as required, as is the case with all support staff

<b>7</b>	Undertake appropriate in-service training when required to do so
<b>8</b>	Ensure a high level of confidentiality at all times
<b>9</b>	To commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults
<b>10</b>	Maintaining a presence in the workshop when teaching staff are not in attendance
<b>11</b>	Be enthusiastic well-motivated and able to work with students at any skill levels
<b>12</b>	To respond to ad hoc requests across college within agreed timescale
<b>13</b>	Carry out general duties in accordance with general policy framework of the college

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

# PERSON SPECIFICATION

## Job Title: Chef's Assistant

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1.</b>	<b>Qualifications</b>		
1.1	English and Maths GCSE (or equivalent) at Grade C or above	X	
1.2	IT GCSE (or equivalent) at Grade C or above		X
1.3	Hold a level 2-3 motor vehicle qualification in maintenance and repair	X	
1.4	Have or willingness to undertake Manual Handling Certificate and other CPD in line with the post	X	
<b>2.</b>	<b>Experience</b>		
2.1	Worked in an Education environment		X
2.2	Worked on shift system in Industry		X
2.3	Experience of repairing motor vehicles in a fast-fit environment or vehicle repair centre	X	
2.4	Experience in MOT testing		X
<b>3.</b>	<b>Skills/Abilities</b>		
3.1	Good communication and interpersonal skills; able to relate to young people	X	
3.2	Able to respond in a calm and appropriate manner under pressure	X	
3.3	Willingness to work within a team and a have 'can do attitude'	X	
3.3	Commitment to Equal Opportunities	X	
3.4	Willingness to undertake further appropriate training	X	
3.5	Ability to work to tight deadlines and under pressure	X	
<b>4.</b>	<b>Other Requirements</b>		
3.1	Have a valid driving license	X	
3.2	Have or willingness to undertake First Aid		X