 **Job Description**

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| **Job Title:** | Counter technician |
| **Location:** | Leeds |
| **Salary:** | LC2 |
| **Reports to:** | Creative Arts Technical Manager |
| **Staff responsibilities:** | None |
| **Working hours:** | 1 FTE |
| **Probation period:** |  |
| **Special conditions of the post:** |  |
| **Safeguarding:** | All posts are subject to an enhanced Disclosure and Barring Service check. |

# CORE RESPONSIBILITIES:

1. Manage the booking and distribution of specialist equipment
2. Maintain the equipment to a high standard to ensure that the equipment is compliant with all relevant Health and Safety Legislation including COSHH regulations
3. Prepare equipment for teaching sessions and student loans
4. Describe the use of equipment to students
5. Monitor the use and repair of equipment

# DEPARTMENTAL RESPONSIBILITIES:

Take payments for consumables and trips

Provide a printing service to students

Monitor stock levels and report to Creative Arts Resource Manager

Maintain and prepare equipment for loan by undertaking daily tasks such as charging batteries, cleaning camera lenses and updating software

Administer the fine system for late returns

Administer the scheduling of bookable rooms

Update software and applications on Creative Art devices

Maintain the labelling and storage of equipment

Support Resource Manager in researching new equipment

Printing student work

# COLLEGE RESPONSIBILITIES:

Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

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| **Job Description** | |
| **Compiled By:** | Leeds City College |
| **Compilation Date:** |  |

 **Person Specification**

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| **Job Title:** | Counter Technician |
| **Department** | HE Creative Arts |

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,

C= Certificate, MT = Micro Teach

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| **Qualifications and Attainments** | | |
| **Essential (E) Desirable (D)** | **Criteria** | **Method of assessment** |
| D | A relative qualification in Creative Arts | A |
| D | An IT qualification | A |
| **Experience and Knowledge** | | |
| **Essential (E) Desirable (D)** | **Criteria** | **Method of assessment** |
| D | Experience of working in the creative industries | A/I |
| E | Experience demonstrating specialist techniques to groups of students | A/I |
| D | Knowledge of Creative Software such as the Adobe CS Suites | A/I |
| D | Knowledge of PC, Mac OS X and Apple Mac Computers | A/I |
| D | Experience handling money and taking payments | A/I |
| D | Knowledge of specialist creative equipment | A/I |
| D | Experience of identifying issues with equipment | A/I |
| D | Experience maintaining specialist equipment | A/I |

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| **Skills and Competencies** | | |
| **Essential (E) Desirable (D)** | **Criteria** | **Method of assessment** |
| D | Excellent Organisational Skills | A/I |
| D | Ability to work in a team or independently | A/I |
| D | Ability to prioritise work during busy periods |  |
| D | Ability to work to with young people and maintain a positive outlook | A/I |
| **Behavioural, Values and Ethos** | | |
| **Essential (E) Desirable (D)** | **Criteria** | **Method of assessment** |
| E | Support and promotion of equality, diversity and inclusion | I |
| E | Promotion of a safe environment for children, young people and vulnerable adults to learn in | I |
| E | Commitment to the PREVENT agenda | I |
| E | Commitment to professional standards | I |
| E | Commitment to restorative practice approaches | I |