

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>TECHNICIAN – BUILDING SERVICES</b>
<b>Responsible to:</b>	CURRICULUM MANAGER, ELECTRICAL
<b>Functional Liaison with:</b>	Lecturers, Technician Demonstrators, Course directors/teams Faculty Staff
<b>Main Purpose:</b>	To provide critical Technician duties to the School workshops used by staff and students. To assist in the practical aspects of Electrotechnical and plumbing skills.

### **Main Duties and Responsibilities**

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

- 1 Provide technical assistance in workshops at The Milburn Campus, be in attendance during classes, issue and collect back materials and equipment used by students.
- 2 Work 1-1 with all students to drive outstanding standards and a culture of professional standards for all. This will be for both full time and apprentice students and staff.
- 3 Prepare materials and work areas for students and prepare and assist in demonstrations.
- 4 Ensure workshops and all designated areas of The Milburn Campus are clean and tidy and available for use when required.
- 5 Maintain and store equipment and materials used by students.
- 6 Prepare work areas for students.
- 7 Ensure School equipment is adequately maintained.

- 8 Actively participate in Health and Safety training and ensure that Health and Safety working practices are complied with in the workplace.
- 9 Assist Lecturers with the identification and writing of 'safe systems of work' and 'risk assessments'.
- 10 Take responsibility for the ordering and stock control of materials.
- 11 Assist as necessary with administration duties within the School – including promotional material and open events.
- 12 Undertake any other duties commensurate with the grade of the post as required by the line manager.

## Person Specification

<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<p><b><u>Qualification:</u></b></p> <ul style="list-style-type: none"> <li>• A minimum of a Level 3 qualification or equivalent.</li> </ul> <p><b><u>Knowledge/Skills</u></b></p> <ul style="list-style-type: none"> <li>• Good IT skills and up to date industry experience</li> </ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Practical experience in Electrical and / or plumbing</li> </ul> <p><b><u>Personal Qualities:</u></b></p> <ul style="list-style-type: none"> <li>• A willingness to undergo any training or development as, or when, appropriate.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to organise own workload.</li> <li>• Ability to relate to young people.</li> <li>• Flexible approach to work.</li> </ul>	<p><b><u>Qualification:</u></b></p> <p><b><u>Knowledge/Skills:</u></b></p> <p><b><u>Experience:</u></b>            Previous experience of working in an educational setting.            Previous experience of working with young people.</p> <p><b><u>Personal Qualities:</u></b></p>	<p>I, A,</p> <p>P, A, I,T,</p> <p>A, I,</p> <p>A, I,</p>

**KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST**

## **Conditions of Service**

1. New appointments to the College are subject to a twelve-month probationary period.
2. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
3. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

## **General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

## **Equal Opportunities**

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

## **DBS**

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.