

Job Description

Post:	Technician
Salary Grade:	Band 8, Point 24, of the Support Staff Pay Scale
Responsible to:	Head of Department

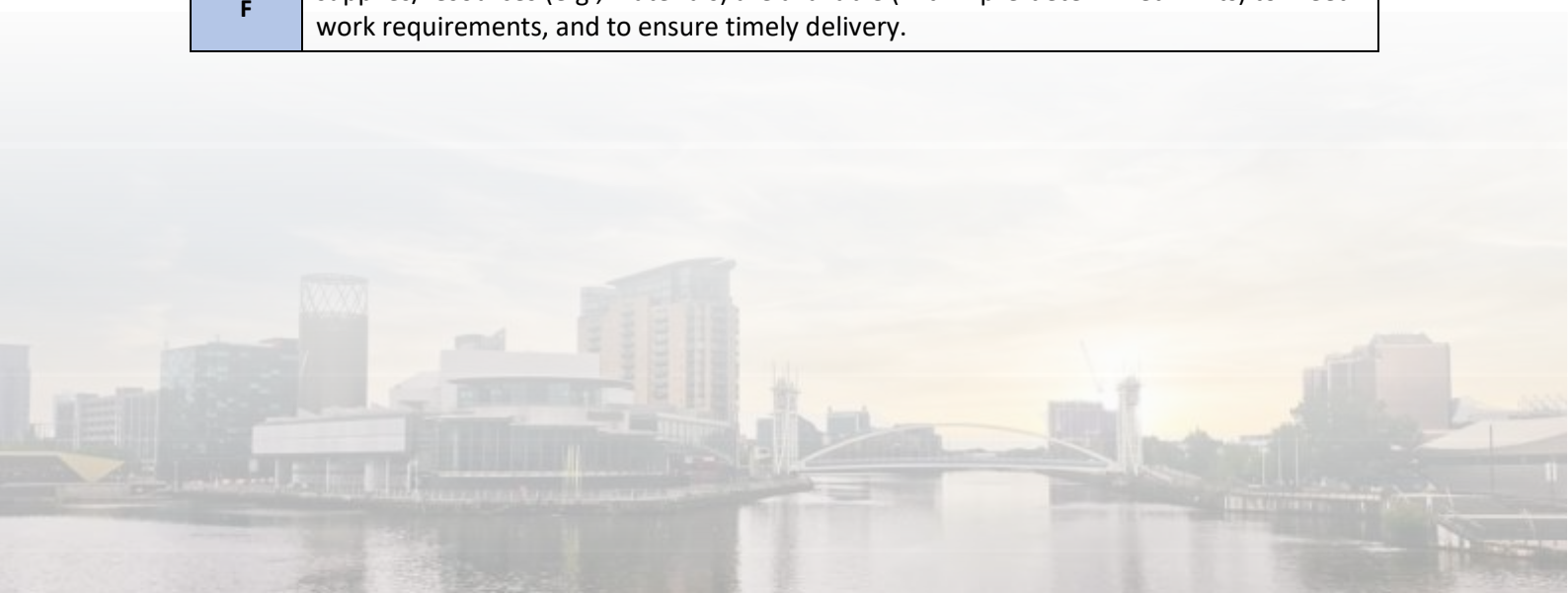
Key Purpose

To provide an efficient and effective technical support within the workshop / classroom and assessment areas, working flexibly across the Department.

To provide appropriate technical advice to teaching staff to help support the learner experience / learner achievement.

Duties & Responsibilities

A	To prepare workshops / classrooms, ensuring that all materials, equipment and apparatus is set up and ready for practical sessions.
B	To be responsible for the booking out system for equipment / tools, etc., to retrieve after use and ensure that all equipment is accounted for and returned.
C	To carry out day to day maintenance on equipment / tools, when necessary, and to be responsible for all equipment, tools and materials in the department ensuring all are kept secure when not in use.
D	To liaise with external suppliers to build and / or maintain relationship in order to seek best value for money and purchase necessary supplies / equipment and / or to ensure the optimum running of the department / to provide the best service for staff / students.
E	To follow established ordering procedures to ensure adequate
F	supplies/resources (e.g., materials) are available (within pre-determined limits) to meet work requirements, and to ensure timely delivery.



G	To take responsibility for the delivery of supplies, materials and tools and to ensure they are stored correctly and safely within a reasonable time, including checking the invoices / purchase orders against the delivery and signing for the delivery.
H	To work with teaching staff to develop materials to help the curriculum area meet the needs of learners and staff
I	To assist with planning, organising and booking of external trips and visits by students.
J	Liaise and assist Teaching staff / Head of Department during parents' evenings, open evenings and / or other events
K	To liaise with other support functions within the college (IT, Estates, etc.), to ensure that equipment is maintained, rooms are adequate, etc. in order to deliver an outstanding quality service within the role
L	To provide technical advice and assistance to teaching staff and other technicians on the setting up of test equipment, all machinery in the workshops, classrooms, etc. and to assist with practical classes, demonstrations and student projects as required, e.g.: testing and fault-finding projects and to undertake such advice and assistance to students with minimum supervision.
M	Prioritise tasks within daily routine to ensure work is completed to time and appropriate standard.
N	To work to own initiative when needed and be responsible for organising personal workload to ensure forward planning takes place and all deadlines are met.
O	To ensure that an efficient service is offered to students and potential students at all times and to be responsible for delivering an outstanding quality service within their role.
P	To take reasonable care for the Health and Safety of self and others who may be affected by acts or occasions related to your work.

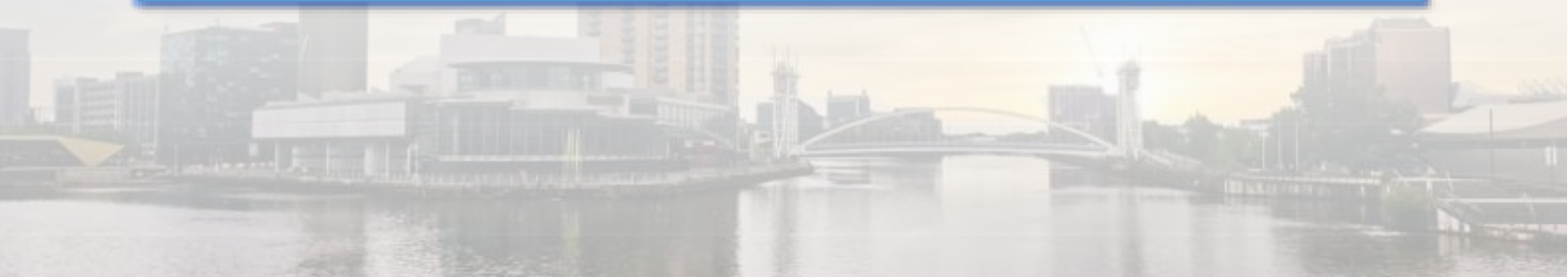
Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification				A	Literacy Level 2	Application / Certificate
				B	Numeracy Level 2	
				C	IT Level 2	
Professional Development	1	Evidence of ongoing Professional Development	Application / Interview			
Experience	2	Experience of working in relevant industry / sector	Application / Interview			
Knowledge	3	The ability to word process and use IT to a high standard	Application / Interview			
	4	Good written and verbal communication skills				
Skills / Qualities	5	Excellent interpersonal, communication and organisational skills.	Application / Interview			
	6	Ability co-ordinate and motivate staff				
	7	Good negotiating skills Ability to work on own initiative.				
	8	Good communication skills – oral, written and IT				

	9	Excellent organisational skills	Application / Interview	
	10	Good interpersonal skills		
	11	Able to keep calm in difficult situations		
	12	Able to work effectively and efficiently		
	13	Ability to build good relationships with students, staff and suppliers		
	14	Flexible approach to work		
Other	15	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview	
	16	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview	
	17	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment	

