

JOB DESCRIPTION

JOB TITLE:	Technician
SALARY:	Scale G of the Support Staff Pay Scale
DEPARTMENT:	Construction
HOURS:	Full time 37 hours
REPORTS TO:	Head of Department
CAMPUS:	Slough & Langley College
JOB PURPOSE:	To support various VCON Construction workshops and staff by providing technician duties over several workshops.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:

1. Support the teaching of VCON Construction by supervising and personally assisting with maintenance across all workshops, including equipment and materials, with due regard to both efficiency and safety.
2. Liaise with VCON teaching staff and the management team to ensure the smooth running of the Construction workshops and stores, reporting immediately any problems relating to staff or equipment, which the post holder is not in a position to resolve.
3. Ensure that VCON equipment used in the workshops is efficiently maintained, with maintenance details logged as necessary, and minimise any delays due to breakdown.
4. Ensure that supplies of parts and consumable materials are efficiently and safely stored within the workshops and that adequate stocks are kept at all times, including flammable and dangerous materials.
5. Provide support to VCON teachers as required, across the Construction workshops.
6. Support WBL by providing assistance for End Point Assessments.
7. Ensure that all VCON working areas and workshops are kept clean and tidy and that all necessary safety procedures are followed.
8. Identify as soon as possible any problems relating to VCON staff, equipment or materials and either resolve them personally or refer them to the teaching staff

and Business Unit Director as appropriate.

9. Carry out regular maintenance and safety inspections of equipment used, arrange for servicing when required and estimate and advise VCON staff of any 'down time'.
10. Produce estimates of parts and repairs necessary to refurbish equipment and where possible carry out repairs within the VCON workshops.
11. Supervise the operation of the VCON stores.
12. Assist in loading or off-loading of VCON equipment.
13. Carry out regular stock checks of VCON materials and consumables and advise of any replacements required, creating relevant orders, and assisting with the annual inventory of materials, consumables and equipment.
14. Collect VCON materials or equipment when required.
15. Assist with general maintenance within the VCON workshop areas, e.g. building shelving and cupboards.
16. Carry out other duties as may be reasonably required of the post holder, commensurate with the grade of the post.
17. To be included in the College staff first aid list, and to offer first aid assistance when called upon to do so.

Note

The post will be based across a number of workshops at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

**PERSON SPECIFICATION
Construction Technician**

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A First Aid qualification or willing to work towards (please state this in your application)	X		AF
A Level 2 qualification (GCSE or Equivalent) in English and Maths (please state this in your application)	X		AF
A level 2 trade qualification in a relevant field (please state this in your application)	X		AF
Formal health & safety training or willing to work within 12 months (please state this in your application)	X		AF
EXPERIENCE			
Experience of working in a workshop setting including the use and maintenance of machining tools and workstations	X		AF/IV
Proven experience of working with young people	X		IV
Proven experience of working in an educational or training environment	X		AF
SKILLS / KNOWLEDGE / ABILITIES			
Proven ability to work independently with minimal supervision and as part of a team	X		IV
Proven ability to build effective working relationships with students, colleagues and external partners	X		IV
Be highly organised, methodical and have a flexible approach to working practices	X		IV

Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview

All the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation All or some of the above elements may be assessed at interview