

Job Description

JOB TITLE:	Technician - Carpentry and Multi-Trade (14.5hrs)
GRADE:	Scale G £9,285.88 - £10,320.86 (FTE £23,695 - £26,336)
HOURS:	2 days a week
REPORTS TO:	Head of Department
CAMPUS:	Slough and Langley College
JOB PURPOSE:	Provide an outstanding student experience through the provision of a safe practical teaching and learning environment, supporting learning through demonstration, instruction and supervision.

Main Duties

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

1. Support the teaching of 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 construction 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 cannot resolve.
3. Ensure that construction 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 always kept, including flammable and dangerous materials.
5. Provide support to construction teachers as required, across the construction workshops.
6. Support work-based learning by aiding end point assessments.
7. Ensure that all construction working areas and workshops are kept clean and tidy and that all necessary safety procedures are followed.

8. Identify any issues related to construction staff, equipment, or materials promptly and either address them personally or escalate them to the teaching staff and Business Unit Director as needed.
9. Carry out regular maintenance and safety inspections of equipment used, arrange for servicing when required and estimate and advise construction staff of any 'down time'.
10. Produce estimates of parts and repairs necessary to refurbish equipment and where possible carry out repairs within the construction workshops.
11. Supervise the operation of the construction stores.
12. Assist in loading or off-loading of construction equipment.
13. Carry out regular stock checks of construction materials and consumables and advise of any replacements required, creating relevant orders, and to assist with the annual inventory of materials, consumables and equipment.
14. Collect construction materials or equipment when required.
15. Assist with general maintenance within the construction 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 several 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.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION – TECHNICIAN CARPENTRY AND MULTI-TRADE

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L3 qualification in subject area supporting.		X	AF
L2 English.	X		AF
L2 maths.	X		AF
First Aid qualification or willing to work towards.	X		AF / IV
EXPERIENCE			
Work experience relevant to area.	X		AF / IV
Experience of working with young people.		X	AF / IV
Experience of working in an educational environment.		X	AF / IV
SKILLS, KNOWLEDGE AND ABILITIES			
Ability to embed English and maths into learning.		X	IV
IT skills e.g. word, excel, power-point, email, databases.	X		AF
Ability to motivate students.	X		Test
Good administrative skills.	X		AF
Ability to organise work and meet deadlines.	X		AF
Flexible approach to work.	X		AF / IV
Interpersonal skills to work with a range of stakeholders.		X	IV / Test
Enthusiasm for learning and subject area.	X		IV / Test
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in college.	X		IV
Commitment to inclusion.	X		IV

KEY:

Evidence of all the elements marked AF or AF/IV must be present in the application form in order 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