

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Technician (Apprenticeships/Commercial Courses)
<b>SALARY:</b>	Grade G £23,695 up to £26,336
<b>STATUS:</b>	Full-time established
<b>DEPARTMENT:</b>	Apprenticeships - WBL
<b>HOURS:</b>	37
<b>REPORTS TO:</b>	Head of Curriculum - Apprenticeships
<b>CAMPUS:</b>	Langley
<b>JOB PURPOSE:</b>	To support the Apprenticeship and Commercial departments of the college as a technician. The technician will be responsible for supervising and assisting in the maintenance and set up of workshops for commercial training, the green skills department, apprenticeship delivery and end point assessments.

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

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

1. Support commercial training and the training of Apprentices by supervising and assisting with the maintenance of workshops, equipment and materials required, with due regard to both efficiency and safety including the writing and reviewing of risk assessments.
2. Work with the Head of Curriculum - Apprenticeships to ensure set up and logistics of the workshops and stores for commercial training sessions and Apprenticeship training, reporting immediately any problems relating to staff or equipment, which the post holder is not in a position to resolve.
3. Liaise with managers to ensure the smooth-running of workshops and stores for End Point Assessment, reporting immediately any problems relating to staff or equipment, which the post holder is not in a position to resolve.
4. Ensure that workshops are set up and ready prior to all commercial, green skills and apprenticeship training sessions commencing.
5. Ensure that workshops are set up and ready with equipment laid out in preparation for EPA's.
6. Ensure that equipment used in the area is efficiently maintained and minimise any delays due to breakdown.
7. Ensure that supplies of parts and consumable materials are efficiently and safely stored and that adequate stocks are kept at all times, including flammable and dangerous materials.

8. Support commercial training and apprenticeship skills coaches and tutors in workshop areas and classrooms.
9. Support the various departments in ordering materials as and when required.
10. Ensure that working areas are kept clean and tidy and that all necessary safety procedures are followed.
11. Identify as soon as possible any problems relating to staff, equipment or materials and either resolve them personally or refer them to the Head of Curriculum – Apprenticeships, as appropriate.
12. Carry out regular maintenance and safety inspections of equipment used, arrange for servicing when required and estimate and advise staff of any 'down time'.
13. Produce estimates of parts and repairs necessary to refurbish equipment and where possible, to carry out repairs within the workshops.
14. Supervise the operation of the Stores.
15. Assist in loading or off-loading of equipment.
16. Carry out regular stock checks of materials and consumables and advise of any replacements required and to assist with the annual inventory of materials, consumables and equipment.
17. Collect materials or equipment when required.
18. Assist with general maintenance within the workshop areas, e.g. building shelving and cupboards.
19. To be included in the College staff first aid list, and to offer first aid assistance when called upon to do so.
20. Such other duties as may be reasonably required of the post holder, commensurate with the grade of the post.



**Note**

The post will be based 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

June 2024

**PERSON SPECIFICATION  
Technician**

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
A First Aid qualification or willing to work towards <b>(please state this in your application)</b>	✓		AF
A Level 2 qualification (GCSE or Equivalent) in English or willing to work towards within 2 years <b>(please state this in your application)</b>	✓		AF
A Level 2 qualification (GCSE or Equivalent) in Maths or willing to work towards within 2 years <b>(please state this in your application)</b>	✓		AF
Trade Qualification or willing to work towards within 12 months <b>(please state this in your application)</b>	✓		AF
Formal health & safety training or willing to work towards within 12 months <b>(please state this in your application)</b>	✓		AF
<b>EXPERIENCE</b>			
Proven experience relevant to the subject area	✓		IV
Proven experience of working with young people		✓	IV
Proven experience of working in an educational or training environment		✓	AF
<b>SKILLS / KNOWLEDGE / ABILITIES</b>			
Proven ability to work independently with minimal supervision and as part of a team	✓		IV
Proven ability to build effective working relationships with students, colleagues and external partners	✓		IV
Be highly organised, methodical and have a flexible approach to working practices	✓		IV

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

All of the elements marked IV will be assessed at interview

All of 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