



JOB DESCRIPTION

POST:	Technician (Electrical) Marchwood Skills Centre
WORKING HOURS:	26 hours a week, 52 weeks per year
GRADE:	Support Staff Pay scale 2/3
SALARY:	On a point within the range. Salaries are reviewed annually.
DATE:	24/10/2018
PURPOSE OF THE POST:	To undertake a range of technical duties in support of the academic function
RESPONSIBLE TO:	Senior Technician

Technical Support

The post holder's pattern of work will be overseen by the Senior Technician, appropriate support and training, Technicians may be required to work in any other Section as a Technician.

The duties, some of which will be shared, will include:

1. Supporting the Lecturing staff in the delivery of courses to students including advising students of techniques and demonstrating safe use of tools and equipment.
2. Preparing, setting up, clearing away and storing apparatus, building of test rigs, preparing workshops and materials for lessons, demonstrations, etc.
3. Maintain the electrical workshop areas and ensuring that they are in a safe and functional state.
4. Issuing materials, tools and equipment in a safe condition to students and staff
5. Assisting staff and students in the use of apparatus and equipment.
6. Occasional physical demonstration of machines to members of staff and students, where this requires the application of acquired skills.
7. Observing and emphasising safe working procedures and practices during the assistance and demonstration.
8. Simple, maintenance, fault finding, repair and servicing of equipment and where necessary, arranging repair via the Senior Technician.
9. Assisting in the development of new equipment, workshops under the direction of the senior technician.
10. Checking stocks of materials, and placing orders with the senior technician for replacement and new items.
11. Assisting lecturing staff in preparation of teaching resources.

12. Assisting lecturing staff in the maintenance of a register for COSHH.
13. Assisting lecturers with storage and issue of books and materials.
14. Maintaining a collection of catalogues. Taking delivery of materials, updating stock lists, index and inventory.
15. Undertaking systematic planned maintenance whereby each machine receives servicing to the supplier's/manufacturers schedules.
16. Undertaking regular safety checks on equipment, tools and materials used to ensure they comply with Health and Safety Regulations and requirements. Disposing of any surplus or redundant equipment.
17. Keeping work areas and stores in a clean, tidy and efficient state; with particular attention to safety.
18. Checking all storage areas for the correct allocation and assisting lecturers with the security of equipment and stores.
19. Assisting with the preparation, running and clearing of Open Evenings.
20. Carrying out periodic stock checks and stocktaking as required for audit purposes.
21. Administration of order requisitioning for tools, materials, equipment etc and making occasional purchases on petty cash or collecting materials which are reasonably required.
22. Such other duties which may reasonably be allocated within the purview of the post by the Head of Curriculum.
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Supporting the College

- Where appropriate, to develop a relationship to foster links between home and College.
- To liaise, advise and consult with other members of the team.
- To contribute to reviews of the student's progress.
- To attend relevant in-service training.
- To be aware of College procedures.
- To assist in the production and presentation of Open Evening displays.
- To assist with photocopying, administrative work and general room/resource maintenance.
- Assisting with break time and lunchtime supervision.

Supporting the Lecturer

In helping to create a learning environment:

- To assist the class teacher (and other professionals as appropriate) in the development of a suitable programme of support for students.
- To develop a system of recording the students' progress in conjunction with the class teacher and/or other professionals,
- To contribute to the maintenance of student(s) progress records.
- To participate in the evaluation of the support programme.
- To provide regular feed back about the student(s) to the teacher.

The Post holder will:

- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equal Opportunities policy.
- Aim to provide a safe and secure environment for all our students in compliance with our Child Protection policy.

- Ensure compliance with the Disability Statement, including the need to notify Human Resources of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.
- Notify HR of any changes in personal details, eg a change of name or address, telephone number, next of kin/emergency contact details, etc.

This job description is current at the date shown but in consultation with the post holder it is liable to variation to reflect or anticipate changes related to the job.

Signature of post holder: _____

Date _____

PERSON SPECIFICATION

JOB TITLE: Technician

POST NO: SSLA04

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS/ ATTAINMENTS	Educated to at least GCSE Level Electrical Installations Level 2 18 th Edition (17 th Edition)	Level 3 Electrical installations English and Maths to Grade C First Aid qualification
EXPERIENCE REQUIRED	Workshop practices Experienced Electrician The ability to set up and monitor administrative systems and stock control. Full working knowledge of Health and Safety	Workshop equipment servicing Working with young people in a vocational environment
SPECIAL KNOWLEDGE OR TRAINING	The ability to work at a practical level Computer literate – Microsoft Office suite of software	
ABILITIES, SKILLS & PERSONAL QUALITIES	The ability to work in a number of teams Able to relate well to students with special Educational needs To be able to cope with rapidly changing circumstances	Able to cope with students with emotional and behavioural difficulties
RELATIONSHIPS	The ability to work with students 14-19 years as well as the ability to work successfully with other members if staff	Empathy with people with learning disabilities
MOTIVATION	Self motivation	
SPECIAL CIRCUMSTANCES	Driving licence required	Willingness to be flexible as to working hours according to the curriculum programme requirements.