

## JOB DESCRIPTION

POST TITLE	:	Construction Technician (with Electrical knowledge)
SCALE	:	Support
SALARY	:	Up to £22,476
RESPONSIBLE TO	:	Head of Construction
CLOSING DATE	:	5.00pm, Monday 11 November 2024
INTERVIEW DATE	:	Monday 18 November 2024

### **Main Purpose of the Post**

To provide technical curriculum support to the Head of Division of Construction and to participate in core team activities, such and setting up for and re-setting furniture for events as and when required.

### **Responsibilities**

- 1 To provide specific direct support for teaching staff engaged on workshop, classroom and off-site activities
- 2 To provide general curriculum support activities
- 3 To fully support cross College core team activities
- 4 To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 5 To undertake invigilation duties from time to time
- 6 To carry out such other duties as the Principal may reasonably require.

### **Job Activities**

#### **I Specific Support**

- 1.1 Service activities in the work areas
- 1.2 Service activities of students on project work in all project areas
- 1.3 Maintain appropriate levels of materials for the Division and act as storekeeper as required
- 1.4 Prepare equipment and materials for classes in electrical
- 1.5 Support lecturers during class activities as required

- 1.6 Liaise with Head of Division of Construction and the programme leaders regarding the development of workshops
- 1.7 Undertakes regular Health and Safety checks and assists lecturers in maintaining the safe working practices of students

## 2 General Support

- 2.1 Organise materials and equipment required by lecturers for such activities
- 2.2 Maintain machines and equipment in good working order and in a safe condition
- 2.3 Keep work areas organised, tidy and generally in good order
- 2.4 Follow safe working practices and procedures personally (such as the wearing of safety equipment where necessary) in line with Health and Safety regulations
- 2.5 Construct teaching aids for use in the workshops, laboratories and classroom
- 2.6 Transport tools or materials as required
- 2.7 Carry out workshop safety checks weekly
- 2.8 Train colleagues on-the-job as necessary
- 2.9 Accommodate students' work shadowing for short periods of work experience, if work is appropriate and safety requirements can be met

## 3 Core Team

- 3.1 To work with the core team to maintain the College outside normal term time.
- 3.2 Provide additional support across College when necessary, including setting and removing furniture for event where high levels of demand dictate
- 3.3 Provide cover for staff absent through sickness, holidays or staff development
- 3.4 Undertake repairs and maintenance of College buildings, grounds and equipment including remodelling or workshop alterations
- 3.5 Remain with "home" Division or Section undertaking normal duties at all other times

### **HOURS:**

37 hours per week. A flexible approach to the working hours is required, in line with the needs of the College.



## PERSON SPECIFICATION

**POST:** Construction Technician

**DIVISION:** Construction

### QUALIFICATIONS

		<b>Essential(E)/ Desirable(D)</b>	<b>To be identified by:</b>
1	Possess or be willing to work towards a relevant qualification	E	Application Form/ Interview
2	A good general education	E	Application Form

### KNOWLEDGE/SKILLS

1	Good communication skills	E	Application Form/ Interview
2	Ability to support the work of students and staff	E	Application Form/ Interview
3	Ability to maintain a safe working environment	E	Application Form/ Interview

### EXPERIENCE

1	Domestic, industrial or commercial electrical experience	D	Application Form/ Interview
2	Maintenance of electrical and ability to identify components	D	Application Form/ Interview

### PERSONAL

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application Form/ Interview
3	Good teamworking skills and commitment to teamworking	E	Application Form/ Interview
4	Commitment to ongoing professional development	E	Application Form/ Interview
5	Enthusiasm for the role of further education in building and changing lives	E	Application Form/ Interview

### STANDARD COLLEGE REQUIREMENTS



1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application Form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*