

# Job Information Pack



Thank you for your interest in working at  
Bridgend College.

We hope the information in this pack is  
both informative and inspirational to you.

Should you have any queries we would be  
happy to help. Please contact us at:

[jobs@bridgend.ac.uk](mailto:jobs@bridgend.ac.uk)

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# Our values

*Be all that you can be.*

We believe that every person has a chance to be the best they can be for themselves and the best they can be for others.

Bridgend College offers you the opportunity to truly achieve excellence.



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# Diversity, Inclusion & Safeguarding

## Equality, Diversity & Inclusion

We are committed to improving representation from all sections of the community and promoting equality of opportunity. We welcome applicants from all backgrounds and communities and in particular, those that are currently under-represented in our workforce, including but not limited to, Black, Asian and ethnic minority candidates, candidates with disabilities, female candidates in STEM, and Welsh speakers. We also seek to support the employment of armed forces.

## We Are Disability Confident

We are recognised as a [Disability Confident Leader](#).

We provide a fully inclusive and accessible recruitment process to help us recruit and retain those with disabilities and health conditions to fulfill their potential and realise their aspirations.

We guarantee to interview anyone with a disability if their application meets the essential criteria for the post.

## Safer Recruitment

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Bridgend College is committed to safeguarding and promoting the welfare of all students.

Our HR team and Recruiting Managers have undertaken [NSPCC safer recruitment](#) training and we follow safer recruitment processes and procedures.

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# Organisational Overview

## Business Support

Learning Support, Cyfleoedd, Student Services and Wellbeing, Learner Journey, IT, Finance, MIS & Registry, HR, Health, Safety & Sustainability, Marketing, Estates, Catering, Administration

## Engage

Commercial Training, Community College, Part Time Courses



## Day Nursery & Playscheme

Local Nursery for childcare in Bridgend. Open 7am – 6pm Monday to Friday for children aged 6 weeks to 5 years.



## Curriculum

Land Based, Care and Childhood Studies, Science and Engineering, Construction, Creative Arts, Sport, Public Services, Education, Services to People, IT, Skills, ILS

## Work Based Learning

Apprenticeships, NVQs in the workplace, ESF Projects

## Weston House

A Registered Care Home for Younger Adults regulated by the Care Inspectorate Wales (CIW)



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# Casual Technician in Mechanical Engineering

Salary scale 3: £20,413 - £21,846 per annum (pro rata)  
(£10.58 - £11.32 hourly paid)

**Bridgend College recognises its responsibility to ensure the safety and wellbeing of all students. We apply a rigorous process of checking the suitability of staff and volunteers to work with children and vulnerable adults.**

**This post is subject to a satisfactory Enhanced DBS disclosure for child and adult workforce and registration as a FE Learning Support Worker with the Education Workforce Council.**

As a term of your employment you may be required to undertake such other duties on college sites or elsewhere as may reasonably be required of you commensurate with your grade/level in the college. This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

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# Job description for Casual Technician in Mechanical Engineering

**Job Purpose:** To support the delivery team, prepare materials and teaching resources and to maintain workshops, equipment and resources in order to assist in the delivery of efficient and effective training.

## Main Duties

- To maintain and keep secure all systems, tools, equipment, instruments and teaching aids to ensure efficient functioning of learning programmes.
- To set up, maintain and clean workshops, laboratories or classrooms.
- To carry out all order processing in-line with the current financial regulations. To maintain full order evidence for audit requirements and other related documentation.
- To set up and manage the engineering stores, electronic stores inventory and maintain adequate stock levels.
- Accepting and checking delivery of materials and storing safely. Checking accuracy and quality of goods received.
- To prepare, cut and store materials to provide efficient delivery of learning programmes.
- To issue and help control the return of tools and equipment used in each session.
- Help maintain lubrication / coolant stock and machine levels. Maintain COSHH register for all stock.
- To prepare all materials and teaching resources for all training and assessment activities.
- To help lecturers overcome technical problems with machinery, equipment, computer systems and laboratory equipment.
- To assist the delivery team in maintaining a safe working environment and to oversee and assist students in the safe use of equipment and help reinforce the learning
- To monitor consumable stock levels and notify subject specialists and Head of Department where consumables need replenishing. To prepare orders as requested.
- Undertake equipment, machine checks and instrument calibration including the maintenance of related documentation including Inventory control.
- To participate in Staff Development Programmes to ensure up-to-date functioning of all engineering activities.

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# Person Specification for Casual Technician in Mechanical Engineering

## Essential criteria

- Good range of Mechanical Engineering experience.
- Good general machine workshop skills including maintenance and repair of a range of machinery.
- Educated to a minimum Level 3 standard.
- Recognised (Indentured) apprenticeship in Mechanical Engineering.
- Computer literate/Up to date IT skills
- Ability to create and maintain accurate records, inventories, risk assessments, workshop / laboratory documentation, software etc.
- Good communicator with diplomacy and tact in verbal and written situations.
- Ability to work well without supervision, under pressure and to tight deadlines.
- Ability to work as part of a team.
- Committed to quality.
- Professional and dedicated approach.
- Self-motivated.
- Understand the needs of the individual candidate.
- Excellent interpersonal skills with the ability to work harmoniously with learners and staff.

## Desirable criteria

- Experience of working in a machine workshop environment: General fitting, machining, CNC machinery and advanced automated systems.
- An understanding of Further Education process.
- Assessor qualifications.
- Flexible approach to work.
- Good organisational skills.
- Good general practical engineering skills.
- Ability to adapt to changing priorities.

## Other relevant criteria

- Flexible and adaptable, with the ability to work across all College campuses.
- Committed to CPD, College Values and Equality & Diversity
- Empathy and understanding of environmental and sustainable issues.
- Welsh Language Skills to Level 1 or above.

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# Why work with us? Here are some of our staff benefits...

## **Generous annual leave entitlement:**

- Business Support (28 days)
- Lecturers (46 days)
- Management (37 days)
- Casual hourly paid staff (holiday payment)
- \* Please note this will be pro rata for part time

## **Extensive professional learning opportunities**

- Professional learning days and events throughout the academic year
- Access to numerous courses via Skillgate
- Teaching and Pedagogical support for Lecturers including Teaching & Learning Coaches

## **Work at an Award Winning College -**

- TES College of the Year 2019 and #22 in Best Companies Top 100 Organisations to Work For (2022)
- Google Reference College
- Many other prestigious awards!

## **Excellent on site facilities**

- Free on site parking
- Refectory facilities serving hot and cold food on all campuses & Coffee Shop with Barista style coffee and snacks; Newsagents shop
- Salon 31 Hair and Beauty Salon on Bridgend Campus
- Bwyty 31 and Clwb Coffi on Bridgend Campus
- Livery and kennels on Pencoed Campus (where available)
- State of the art STEAM Academy on Pencoed Campus

## **Enrolment into generous pension schemes**

- Local Government Pension Scheme (LGPS) for Business Support
- Teachers' Pension for Lecturers

## **Access to student discounts**

- Use your college email address to access student discounts via NUS, UniDays, Student Beans etc.

## **Flexible Working**

- Flexible working can be considered
- We have the potential to consider part time, condensed hours, term time only contracts, job shares, hybrid working and agile working

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# Why work with us? Health & Wellbeing Support...

## Mental Health Support

- We are proud to hold a [Mind Gold Award](#)
- We can organise confidential counselling sessions (face to face or telephone) with Horizons Counselling.
- We can help you to complete Wellness Action Plans to support and promote your mental health and wellbeing at work
- We signed the [Time To Talk pledge](#) - we want everyone who works here to feel they can be open about their mental health, and ask for support if they need it.

## Occupational Health

- We can organise occupational health referrals to identify support and reasonable adjustments that can be put in place to support you in your role

## Employee Assistance Programme

- 24/7 confidential access to Employee Assistance Programme Care First
- Advice on a wide range of topics and access to resources
- 24 hour telephone counselling service

Care first

## Additional support

- Free eye tests for Display Screen Equipment (DSE) users
- In Work Support - fast track physiotherapy & counselling hotline
- Fitness suite, strength and conditioning gym
- Subsidised Leisure membership
- Opportunity to join Private Health membership via Benenden, through payroll deductions

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