

Job Information Pack - Heavy Vehicle/Plant Mechanic & Workshop Coordinator



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

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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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Coleg Penybont
Bridgend College



Heavy Vehicle/Plant Mechanic & Workshop Coordinator

Salary scale 6/SO1: £27,877 - £33,011 per annum

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 Heavy Vehicle/Plant Mechanic & Workshop Coordinator

Job Purpose: To maintain workshops, vehicles, equipment and resources in order to assist in the delivery of efficient and effective training.

Main Duties

- To maintain all vehicles, tools, equipment, instruments and teaching aids to ensure safe and efficient functioning of learning programmes including appropriate documentation.
- To set up various motor-vehicles and workshops for demonstrations, practical sessions and for assessment purposes.
- To liaise with commercial team to plan logistics and resources for commercial delivery.
- To source and maintain rolling stock of appropriate vehicles.
- To work with lecturers and commercial trainers to overcome technical problems on vehicles and equipment.
- To assist lecturers during practical workshop sessions to effect safe and efficient delivery and operation. To help maintain good housekeeping and workshop control.
- To maintain all related documentation for machinery and equipment, maintenance records, stores, orders, equipment inventories and Health & Safety risk assessment documentation.
- To participate in Staff Development Programmes to ensure up-to-date functioning of all engineering activities.
- To ensure the smooth running of the facilities.
- To point out any unsafe situations or practices to the lecturer in charge of class or to intercede if danger is serious or imminent.
- To coordinate and schedule the use of all motor vehicle workshop spaces for Curriculum, commercial and outreach activity (to include weekends and evenings where needed), liaising across a number of operational teams.
- To ensure the smooth running of the facilities across six days - including scheduling of technician support.
- To maintain safe working practices at all times and ensure that statutory requirements are met.
- To take responsibility for the safe conduct of work within the workshop.
- To comply with all College Policies & Procedures.
- To manage stock levels and expenditure within given budgets.
- To ensure that all aspects of the College Financial Instructions and Financial Standing Orders are followed.

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Person Specification for Heavy Vehicle/Plant Mechanic & Workshop Coordinator

Essential criteria

- Comprehensive range of experience of Heavy Vehicle and Plant maintenance and repair.
- Good general workshop skills, to include the ability to maintain and repair vehicles and machinery.
- Educated to a minimum Level 3 standard.
- Computer literate/Up to date IT skills.
- Ability to create and maintain accurate records, inventories, risk assessments and workshop records.
- Ability to work well without supervision, under pressure and to tight deadlines.
- Ability to work as part of a team.
- Excellent interpersonal skills with the ability to work harmoniously with learners and staff.
- Committed to quality with a professional and dedicated approach.
- Self-motivated.
- Ability to support learners during workshop activities.

Desirable criteria

- Light vehicle experience
- MOT qualification
- EV/Hybrid experience or quals
- Assessor qualification or willingness to achieve

Other relevant criteria

- Willingness to take on co-ordination responsibilities across the Motor Vehicle workshops and associated training for scheduling and resources planning.

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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 CPD opportunities

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

Work at an Award Winning College -

- TES College of the Year 2019 and #24 in the Times Top 100 Organisations to Work For (2020)
- 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
- InTuition Hair and Beauty Salon on Bridgend Campus
- Seasons' Restaurant on Bridgend Campus
- Livery and kennels on Pencoed Campus
- State of the art STEAM Academy opening September 2021 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 if the hours of the post aren't suitable
- We have the potential to look at 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

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