



Job Title: Technician

Salary Range: Points 12 - 18 (Business Support)

Line Manager: Curriculum Area Manager

JOB DESCRIPTION

Job Purpose

To work as part of the Team to provide support for all operations in the relevant work area.

Key Responsibilities

- Preparation, distribution, setting out and clearing of equipment and tools in the work area.
- Undertake first aid duties for staff and students on College business
- Maintenance of a clean and safe working environment.
- Advising and supporting teaching staff on materials, stock levels and tool requirements for the work area.
- Providing practical support in the work area.
- Assist teaching staff by double manning for Health and Safety purposes where student numbers require this.
- Coordinating the maintenance of equipment and tools, carrying out regular maintenance checks and keeping associated records.
- Maintaining stock and equipment levels and coordinating the ordering of consumables and supplies.
- To undertake an annual stock-take of consumables.
- To undertake an annual stock-take of fixed assets within the relevant workshop.
- Maintaining the Workshop Health and Safety records file.
- Monitoring Health and Safety and reporting issues to line manager.
- Working with the College's Technician and Estates team when required.
- Participate in Professional Development activities.
- Any other duties commensurate with qualifications and experience.

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fydeang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

PERSONAL SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • If not held, to undertake and successfully complete a full First Aid Certificate and Health & Safety Qualification within an agreed timescale • If not held, to undertake and successfully complete an appropriate technical qualification at minimum level 2 within an agreed timescale 	<ul style="list-style-type: none"> • Have an appropriate technical qualification at minimum level 2 • Have a current full First Aid Certificate 	<ul style="list-style-type: none"> • Application Form
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working within a practical environment. • Experience of working with young people. 	<ul style="list-style-type: none"> • Experience of working with technical equipment 	<ul style="list-style-type: none"> • Application Form/ Interview
Skills & Abilities	<ul style="list-style-type: none"> • Good interpersonal and communication skills. 	<ul style="list-style-type: none"> • Ability to meet and greet in welsh for the purpose of providing customer service. 	
Personal Attributes	<ul style="list-style-type: none"> • Highly self motivated • Approachable • Flexible • Motivated to continuously update and improve personal and professional skills 		
Special Requirements	<ul style="list-style-type: none"> • Suitable to work with young people and vulnerable adults 		