



# PLUMPTON

## COLLEGE

### Workshop Technician

Reporting to:	Workshop Manager
Working Hours:	Full time (37.5 hours per week)
Salary:	Point 15 £23,477 to Point 20 £27,223
Job Code:	S3
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas (pro rata)

#### Job Purpose

The Technician will report to the Workshop Manager for providing daily operational support to Engineering department (equipment & students). The role includes providing technician support to the motor vehicle, engineering, and blacksmithing sections in a practical workshop environment.

#### Duties and Responsibilities of the Job

##### 1. Main Duties

a. To maintain the division workshops (e.g. Motor Vehicle, Engineering, and Blacksmithing workshops) to be safe and tidy and operate in a professional manner at all times as directed by the workshop manager and Curriculum Manager. This also includes maintaining specific equipment and supporting with maintenance and repairs of equipment and tools.
b. To prepare resources for practical sessions and evening classes in liaison with the relevant member of staff for each of the above areas.
c. To maintain inventories for all equipment in the division to ensure efficient use and safe practice is followed. Assist in ensuring operating manuals and training is in place for equipment users.
d. To undertake a range of service and repair activities for College equipment as directed by the workshop manager.
e. To ensure that all activities undertaken by students in this area have appropriate risk assessments and comply with Health & Safety requirements.
f. To maintain a professional working environment that mirrors industry standards.
g. Assist lecturers with the preparation of materials for classes and practicals, as requested.
h. Supervise students carrying out routine work at workshops during term time and holiday periods.
i. Maintain effective communications with other staff, including attending staff and curriculum area meetings as required.

j. Adhere to the College Safety Policy, ensuring that appropriate safety standards, including COSHH, are maintained at all times. Compile risk assessments, co-ordinate and monitor safety inspections.
k. Participate in an annual appraisal of performance as laid down in the agreed guidelines.
l. Undertake staff development appropriate to the needs of the College and that identified by the appraisal process.

## 2. Quality Improvement

a. Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
b. Ensure and maintain standards and quality by engaging with and using the college quality systems.
c. Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD).
d. Support the tutors with ensuring teaching and related files are complete and up to date.
e. Support the tutors with awarding organisation external quality processes with guidance from the Curriculum Manager.
f. Contribute to the Programme Team Review, including a Quality Improvement Plan for the programme(s) allocated.
g. Contribute to the programme development by providing subject specialist information.

## 3. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.
c. Complete all mandatory training as required in line with college expectations.

## 4. Other Responsibilities and Duties

Adhere to the College safety policy, carry out risk assessments to ensure appropriate safety standards are maintained, particularly during practical activities and adherence to the use of PPE.
Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.
Contribute to, and support delivery of the college strategic plan.
Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
Ensure all safeguarding policies and procedures are followed.
Any other duties connected with the post as are reasonably required from time to time.

## Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

<b>Essential criteria for the post</b>
Hold a relevant engineering qualification at Level 2 or above.
Relevant sector industry experience.
Be able to support and guide students if required.
Have a high awareness of the need to maintain and improve quality standards within a workshop environment.
Be aware and able to adhere to risk assessments within the workshop.
Demonstrate a strong desire to work collaboratively as part of a high performing team.
Skills and experience in problem solving and a flexible and adaptable approach.
Be prepared to work flexibly including occasional evenings and weekends.
Have organisational skills including excellent time management skills.
<b>Desirable criteria</b>
Experience of working within an educational environment.
Be willing to undertake training and academic qualifications.
Basic IT skills.

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday, but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team (pro rata). Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

### **Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

### **Benefits**

The candidate appointed to the post will automatically become a member of the Teachers' Pension Scheme / Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### **Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.