

JOB DESCRIPTION

Technician - Plumbing

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

MAIN COLLEGE LOCATION: East Surrey College

POST OUTLINE:

The purpose of this role is to support students in their learning of practical skills by supporting them in workshop, classroom or laboratory activities.

This will entail the organisation, cleaning, maintenance and repair of technical or specialist equipment, learning resources and teaching aids; the preparation of equipment, resources and learning areas for practical work; and the supervision and maintenance of specified areas. The post may also require some supervision and assessment of students as well as cross-college activities.

The post holder will be expected to work within the framework of learning and assessment plans drawn up and monitored by Lecturers.

Post Reports To: Head of Department

Key Accountabilities:

Quality of Work

- To prepare learning areas for practical work liaising with Lecturers including learning materials and teaching aids
- To be visible and available to support learners and staff at timetabled lessons
- To have nominated responsibility for the supervision and maintenance of specified areas
- To maintain a stock of consumables in accordance with departmental needs
- To source and issue consumables and resources to staff and students in accordance with departmental policy
- To clean, maintain, and repair as necessary the departmental area resources, equipment and facilities
- To maintain a record/inventory of resources and equipment
- To participate, as requested, in the setting up of displays and demonstrations for open days, marketing events and exhibitions
- To lift, move and transport equipment and materials when required
- To assist in the supervision of students
- To assist with student assessment and the associated record keeping

Compliance

- To carry out guard and safety checking for all machinery/plant on a daily basis and after every lesson ensuring hazards are rectified and reported to Head of Facilities
- To undertake general maintenance tasks required in the department on a weekly, monthly and termly basis as appropriate, keeping up-to-date logs
- To ensure machinery/plant annual services/maintenance contracts by a specialist company take place, keeping up-to-date logs and advising Head of Department and Head of Facilities
- To carry out termly risk assessments for the workshop/studio including machinery/plant, equipment and processes

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Health & Safety

- To conform at all times to the College Health & Safety Policy and Codes of Practice; and to keep the working areas, stores and other teaching areas clean, tidy, safe and secure in compliance with COSHH regulations and the Health and Safety at Work Act.
- Contribute through a process of self-assessment to College Quality Systems in order to cultivate an environment of continuous improvement.

Working in Partnership

- Carry out other such duties as may be reasonably requested by the Line Manager, at any College location, commensurate with the level of post
- To undertake cross-college activities requested by College Management
- To attend meetings appropriate to the Technician role and contribute to planning activities
- Generally to seek to maintain and, where possible, improve the environment of the College, and at all times seek to serve the best interests of the College, adhering to College Policies and Procedures.

Qualification

- To provide first aid as required (full training given)
- To qualify in Level 3 Certificate in Learning Support
- To undertake an appropriate Health & Safety qualification
- To undertake and maintain Continuous Professional Development in a vocational qualification appropriate to subject specialism.
- To participate in staff training and development programme

Personal Competencies (Accountable at Level 1) – please refer to Corporation Competency Framework):

Core Competencies

- Valuing Equality and Diversity
- Working with People; Team Working, Communication
- Results Focus; Drive to Achieve Excellence, Technical Skills & Professionalism
- Focus on Delivery; Organisational Awareness, Customer/Student Focus
- Self Motivation; Adaptability & Flexibility, Accountability

Expectations of the Post Holder:

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College Group's annual planning and employees performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All employees are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College Group's Safeguarding policy and procedures, and undertake mandatory Safeguarding and Prevent Training.
3. Adhere to and actively promote the College Group's Prevent Agenda
4. Adhere to and actively promote the College Group's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
5. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College Group's existing and developing quality assurance systems.

6. Be committed to professional self-development, through participation in the College Group's continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
7. Comply with and promote College Group's Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
8. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at either College, East Surrey College or John Ruskin College, or at other subsidiaries.
9. Support College Group events such as Open/Parents/Award Evenings and Enrolment sessions when required.
10. Adhere to all College Group procedures (as detailed in the Employee Handbook).
11. At all times seek to serve the best interests of the College Group.
12. To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

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QUALIFICATIONS

Highlights the qualifications expected of jobholder

Orbital South Colleges Group is committed to supporting all employees in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Level 2 vocational qualification in the relevant subject	✓	
Full First Aid Qualification (or willing to obtain)	✓	
Maths & English GCSE / Level 2 equivalent (achieved or willing to obtain)	✓	
Customer Service Level 2 (or willing to obtain)	✓	
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Children & Vulnerable Adults Level 2 (or willing to obtain)	✓	
European Computer Driving Licence (ECDL) Level 2 (or willing to obtain)	✓	

KNOWLEDGE & EXPERIENCE

Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Essential Desirable Knowledge of relevant curriculum subject/s	✓	
Practical/industry experience in the relevant area		✓
Experienced in working with systems and procedures	✓	
Experience of working with young people		✓
Excellent communication skills	✓	

COMPETENCIES – refer to the Corporation Competency Framework and Job Description

Specific personal skills and behaviours required of the jobholder

Criterion	Level Expected
Valuing Equality and Diversity	1
Working with People (Team Working, Communication)	1
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	1
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	1
Self Motivation (Adaptability & Flexibility, Accountability)	1