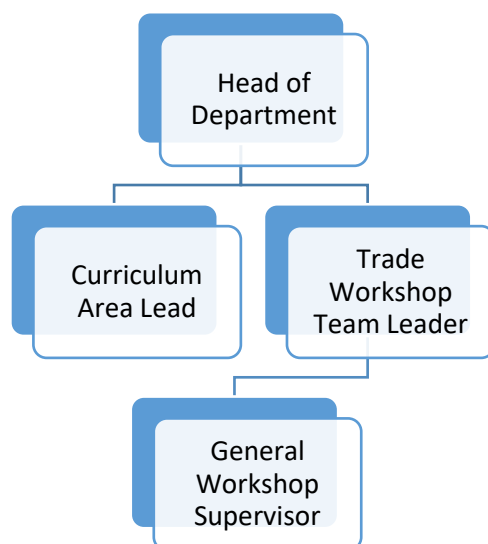


Post Title:	Engineering General Workshop Supervisor
Team:	Automotive, Electrical, Engineering & Construction
Line Manager:	Workshop Team Leader
Grade:	21-24 £26,731 - £29,199
Hours per week:	37 hours per week
Location:	Nuneaton and Wigston
Job reference:	REQ0000802

Job Purpose

The post will include the day to day running of a workshop including aspects such as, health and safety, ordering items, issuing tool and equipment, creating resources, setting up teaching and learning activities as well as assisting with the delivery of training and support to students in workshop areas.

Organisation Structure



Main Duties and Responsibilities

Key Duties: Duties will include, but not be limited to:

- Receive and check all incoming equipment materials
- Issuing and recording of tools, equipment and materials to staff and students as required.
- Maintaining material stock in accordance with predetermined stock levels.
- Checking and servicing all equipment as required by maintenance schedules

- Stock control in tool/material needs
- Ensuring security and cleanliness of workshops including stores, work and circulation areas
- Notify Line Manager of any building maintenance requirements
- Ensure all equipment is operative and guarded in accordance with the requirements of the Health & Safety at Work Act
- Ensure the safe storage and issue of flammable and health injurious liquids
- Assembling, setting out, checking for operation and dismantling as required – equipment, tools, materials and course resources.
- Design, manufacture and construction of equipment for use in the teaching/training programmes of the department
- Assist in the development of the workshop to ensure continuous improvement in practical training
- Assisting in the delivery of education and training designed by others
- Contribute to the production of teaching/learning materials
- Participate in staff development activities
- Act in accordance with College ethos and values
- Be aware of and comply with Data Protection and confidentiality requirements
- Implement the College's Equal Opportunities and Race Equality policies at all times.

Generic for level

- Actively involved in the collaborative approach to cross college working
- Continuation of personal development as agreed at appraisal.
- Engaging actively in the performance review process.
- Addressing and delivering the appraisal targets set by the line manager
- Taking a proactive approach to Safeguarding requirements and ensuring that there is total compliance with its requirements to safeguard and protect the welfare of staff and students
- Leading by example in playing an active and full part in the life of the college community, to support and promote its distinctive aim and ethos and to encourage staff and students to follow this example.
- Actively involved, promoting and developing the College's corporate policies.
- Taking responsibility for the Health and Safety and undertaking risk assessments as appropriate.
- Promoting and practising Equality of Opportunity and challenging to prevent prejudice
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

To undertake any other duties within the spirit of the job description and commensurate with the grading of the post.

Key Contacts

Internally:

Students of all ages

Teachers and Academic Co-Ordinators

Learning support

Learning & Skills Managers

Assistant Principles

Externally:

Suppliers
Employers
Contractors
Auditors

NWSLC Way

This role requires you to be an ambassador for the College, following the “NWSLC Way” framework by promoting and adhering to the College values and behaviours. The ‘NWSLC Way’ is to help each other to take pride in what we do and work together to realise our full potential, to nurture an environment of trust, to inspire colleagues to improve and develop, aspire to always deliver a high quality service and to create an environment of continuous improvement.

The College Values underpin our work and are NWSLC – Nurturing, Work ready, Sustainable, Leading and Collaborative.

Safeguarding and Promoting the Welfare of Children

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be aware of the College’s policies which safeguard and promote the welfare of children and adhere to their guidelines. An Enhanced DBS check will be required for all roles at the college.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.	
Signature:	Date:

Person Specification

Requirements	Essential (E) or Desirable (D) Requirements	Measured By: a) Application form b) Selection Process
Experience working in a workshop/ trade environment	E	A B
Hold a relevant technical qualification LV2 or above in the sector	E	A B
Hold level 3 teaching qualification or be prepared to gain this.	D	A B
Literacy and Numeracy qualifications to at least Level 2 / equivalent or be prepared to develop a plan to achieve within the first year of appointment	E	A B
Experience in the use of specialist equipment	E	A B
Good communication and IT skills	E	B
Willingness to work flexibly in terms of role and hours	E	B
Have an awareness of Health and Safety issues	E	B
Hold a First Aid qualification or be prepared to gain one	D	A B
Acts in accordance with College ethos and values	E	B
An understanding of 'safeguarding' and its importance within the college	E	B
An understanding of Equal Opportunities and its importance at the College.	E	B

Where the post holder cannot demonstrate desirable criteria at the point of appointment, it is expected that there will be a willingness to agree a timeframe and work towards achievement of each desirable criteria.