

Job Description

TITLE:	Technician
GRADE:	Scale 5-6
REPORTS TO:	Senior Curriculum Manager
HOURS:	Contracted for 35 hours per week

Purpose of the Role

To provide an effective and efficient technical service.

Key Responsibilities:

Practical Support, Preparation & Student Assistance

- Prepare tools, materials, and equipment for practical classes, assessments, and exams, including set-up and clearance
- Prepare timber, sheet, and brickwork materials using specialist equipment in line with awarding body guidelines
- Support teaching staff in delivering practical sessions and demonstrations
- Assist and supervise students, ensuring safe working practices and resolving technical issues
- Adapt tools and materials to support students with learning difficulties and special needs
- Set up and maintain specialist resources as required

Health & Safety, Resources & Equipment Management

- Ensure all tools, machinery, and workspaces are safe, compliant, and well-maintained
- Maintain clear and organised work areas to minimise risk and ensure accessibility
- Order, monitor, and maintain stock levels of tools and materials
- Organise storage and handle disposal of waste, including chemicals, in line with guidelines
- Maintain, repair, and arrange servicing of equipment, liaising with external contractors where required
- Support facilities upkeep, reporting faults and maintaining records
- Safely handle and move equipment using appropriate methods
- Use relevant systems to maintain records and support operations

In common with other support:

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, **excluding** GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional Christmas holiday days granted to staff who have undertaken these open day commitments.

In common with all other Staff:

- To support and deliver the College's value and strategic intent.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification –

Education & Qualifications

- GCSEs (or equivalent) in English and Maths
- Basic literacy, numeracy and IT skills
- Appropriate Level 3 qualification in a relevant trade.

Experience

- Wide range of practical experience and competence within relevant trades (e.g. Plumbing, Electrical, Brickwork, Wood Trades) to safely operate tools and equipment
- Experience applying technical trade or mechanical engineering knowledge within a college or training environment
- Experience adapting to changes in course content and teaching methods

Knowledge, Skills & Behaviours

- General technical knowledge of trades or mechanical engineering and the ability to apply this in practice
- Specialist technical skills across one or more trade disciplines
- Good organisational skills
- Knowledge of health and safety requirements within trade or engineering environments

- Ability to work effectively as part of a team and build strong working relationships
- Strong communication skills, with confidence engaging with staff and students
- Competent in the use of IT systems
- Understanding of and commitment to Equality and Diversity, with practical application in the role
- Understanding of safeguarding and its relevance to working in an educational setting
- Willingness to work towards an Assessor's Award

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting stakeholders from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.