

### JOB DESCRIPTION/PERSON SPECIFICATION

<b>Job Title:</b>	Carpentry and Joinery Technician
<b>Responsible to:</b>	Head of Curriculum: Employer Responsive Business Programmes
<b>Responsible for:</b>	N/A

<b>1.</b>	<b>Job Purpose:</b>
1.1	To provide practical and technical support to the Construction areas for all apprenticeship programmes.

<b>2.</b>	<b>Key Responsibilities:</b>
2.1	To prepare and develop teaching aids and workshop materials for use by students and lecturing staff in practical sessions.
2.2	To prepare appropriate workshop materials for the delivery of practical sessions
2.3	To provide supervision and support to learners to ensure that learning targets are met
2.4	To assist in a wide variety of modules and related courses in a workshop or classroom environment
2.5	To assist with the implementation and delivery of commercial courses
2.6	To respond to curriculum issues/developments
2.7	To manage the tools store during classroom and workshops times and produce quarterly tool audits
2.8	To respond effectively to routine enquiries from staff and learners, partners and the general public
2.9	To order materials, stock control, and maintaining inventories and other records
2.10	To keep all records up to date for machines, workshops and PPE
2.11	To provide reports and other information as required by College Management

<b>3.</b>	<b>Specific Duties:</b>
3.1	To ensure adherence to safe working practices and report any lapses, equipment defects or other safety hazards
3.2	To ensure adherence to Health, Safety and Welfare policies within all workshops
3.3	To maintain the tidiness of Construction, Workshops and College premises
3.4	To maintain, service & repair the equipment in accordance with current regulations
3.5	To keep all records up to date for machines, workshops and PPE
3.6	To maintain the security of College premises
3.7	To open and close Construction workshops & offices
3.8	To safeguard children and vulnerable adults from harm and to report concerns in accordance with the College's internal referral arrangements
3.9	To foster good relationships and advance equality of opportunity between different groups and eliminate discrimination, harassment and victimisation
3.10	To deal professionally with colleagues, learners and external partners as required
3.11	To ensure the confidentiality and security of all the College's documentation and information
3.12	To attend training/refresher courses and meetings as required by the Line Manager
3.13	To co-operate and take part in the College's appraisal scheme
	To carry out other such appropriate duties that maybe reasonably required to successfully carry out the role.

<b>4.</b>	<b>Budget Responsibility:</b>
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Partnership at all times. (if no budget responsibility state "The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

<b>6.</b>	<b>Health and Safety:</b>
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work;</li> <li>• To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> <li>• To report immediately any defects in plant, equipment or the environment</li> </ul>

<b>7.</b>	<b>Equality and Diversity:</b>
7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

<b>9.</b>	<b>TEC Partnership Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

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## Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
<b>Qualifications and Training</b>	Level 2/GCSE English and Maths  Level 2 Literacy and Numeracy, or willingness to work towards  Level 3 NVQ or equivalent in Construction, or willing to work towards	E  E  E	
<b>Specialist Knowledge</b>	Construction Safety regulations  Awareness of the Health & Safety at Work Act  Knowledge of workplace risk assessment	E  E  E	
<b>Experience</b>	Relevant construction industry experience – on site and/or in the workshop environment  General construction background and knowledge of maintenance techniques and materials	E  E	
<b>Skills and Attributes</b>	Ability to use industry tools and equipment  Ability to work on own initiative  Ability to prioritise and manage workload  Ability to work to deadlines  Ability to communicate effectively  Ability to develop effective working relationships  Basic IT Skills	E  E  E  E  E  E	

<b>Other</b>	DBS check carried out on appointment	E	
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Qualities identified and determined by:

*E = Essential*

*D = Desirable*