

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Technician
Responsible to:	Lead Technician or Curriculum Manager
Responsible for:	N/A

1.	Job Purpose:
1.1	To safely, effectively and efficiently maintain specialist facilities and to provide high quality technical support to academic staff and learners within these areas.

2.	Key Responsibilities:
2.1	Preparation of the specialist and associated areas as specified by the academic staff to support clean, safe and well maintained learning environments.
2.2	Provide supervision of specialist areas where learners are working independently to ensure safe and appropriate use of records.
2.3	Contribute to the management of resources, commercial bookings and area budgets.
2.4	Provide high quality client service and professional communication with all users within the area providing assistance and support as appropriate.
2.5	Provide classroom/workshop support to teachers and trainers to ensure safe and effective learner to staff ratios.
2.6	Care and routine maintenance of the designated areas and all associated specialist equipment.
2.7	Preparing resources for internal and external events and supporting students and staff at these venues.
2.8	Maintaining and ordering relevant resources in accordance with Group purchasing policy.
2.9	Maintain budget records, handle cash and prepare reports as appropriate.
2.10	Advise managers of problems associated with the area including repairs and renewals.
2.11	Ensure the use of safe working practices within the terms of the Health & Safety at Work Act e.g.

	maintaining up to date and accurate COSHH data, safe systems of work etc.
2.12	Drive a minibus/van as appropriate.
2.13	To comply with any relevant occupational standards.
2.14	To perform such other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

3.	Specific Duties:
3.1	Comply with the Institute's Policies and Procedures.
3.2	Comply with the Institute's Health & Safety Policy.
3.3	Comply with the Equal Opportunities Policy of the Institute.
3.4	Liaise as required with schools, colleges, industry and commerce.
3.5	Attend meetings as required.
3.6	Promote and safeguard the welfare of children, young people and vulnerable adults.
3.7	Take responsibility for ownership of system(s) and procedure(s) used, reviewing them and changing them as needed for best use.
3.8	The postholder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility.

4.	Budget Responsibility:
4.1	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.

5.	Continuing Professional Development:
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

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • 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. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	<p>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.</p>

8.	Safeguarding Children and Vulnerable Adults:
8.1	<p>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)</p>

9.	TEC Partnership Policies and Procedures:
9.1	<p>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.</p>

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
Qualifications and Training	Level 2/GCSE English and Maths	E	
	Level 2 or higher qualification (or willingness to work towards in 12 months) in related area	E	
	First Aid qualification or willing to undertake within 12 months	E	
	Assessor qualification		D
Specialist Knowledge	Specialist knowledge within designated area of responsibility	E	
	Professional and contemporary practice and work standards within designated area of responsibility	E	
Experience	Previous experience of working in related industry or designated area	E	
	Minimum of 2 years recent professional development in related industry	E	
	Previous experience of working with students		D
Skills and Attributes	Customer Care skills	E	
	Self-management and organisational skills	E	
	Excellent communication and interpersonal skills	E	
	Ability to work on own initiative and as part of a team	E	
	Good time management skills and ability to handle multiple tasks	E	
	A willingness to work flexibly when requires including evenings and weekends	E	
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable