

Job Description

Post:	Technician
Salary Grade:	Band 9
Responsible to:	Head of Department
Responsible for:	Hair and Beauty Salons

Key Purpose

To provide an efficient and effective technical support within the workshop / classroom and assessment areas, working flexibly across the Department.

To provide appropriate technical advice to teaching staff to help support the learner experience / learner achievement.

Duties & Responsibilities

A	To prepare workshops / classrooms, ensuring that all materials, equipment and apparatus is set up and ready for practical sessions.
B	To be responsible for the booking out system for equipment / tools, etc., to retrieve after use and ensure that all equipment is accounted for and returned.
C	To carry out day to day maintenance on equipment / tools, when necessary, and to be responsible for all equipment, tools and materials in the department ensuring all are kept secure when not in use.
D	To liaise with external suppliers to build and / or maintain relationship in order to seek best value for money and purchase necessary supplies / equipment and / or to ensure the optimum running of the department / to provide the best service for staff / students.
E	To follow established ordering procedures to ensure adequate supplies/resources (e.g. materials) are available (within pre-determined limits) to meet work requirements, and to ensure timely delivery.



F	To take responsibility for the delivery of supplies, materials and tools and to Technician October 2014 ensure they are stored correctly and safely within a reasonable time, including checking the invoices / purchase orders against the delivery and signing for the delivery.
G	To work with teaching staff to develop materials to help the curriculum area meet the needs of learners and staff
H	To assist with planning, organising and booking of external trips and visits by students.
I	Liaise and assist Teaching staff / Head of Department during parents evenings, open evenings and / or other events
J	To liaise with other support functions within the college (IT, Estates, etc.), to ensure that equipment is maintained, rooms are adequate, etc. in order to deliver an outstanding quality service within the role
K	To provide technical advice and assistance to teaching staff and other technicians on the setting up of test equipment, all machinery in the workshops, classrooms, etc. and to assist with practical classes, demonstrations and student projects as required, e.g.: testing and fault finding projects and to undertake such advice and assistance to students with minimum supervision.
L	Prioritise tasks within daily routine to ensure work is completed to time and appropriate standard.
M	To work to own initiative when needed and be responsible for organising personal workload to ensure forward planning takes place and all deadlines are met.
N	To ensure that an efficient service is offered to students and potential students at all times and to be responsible for delivering an outstanding quality service within their role.
O	To take reasonable care for the Health and Safety of self and others who may be affected by acts or occasions related to your work.
P	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

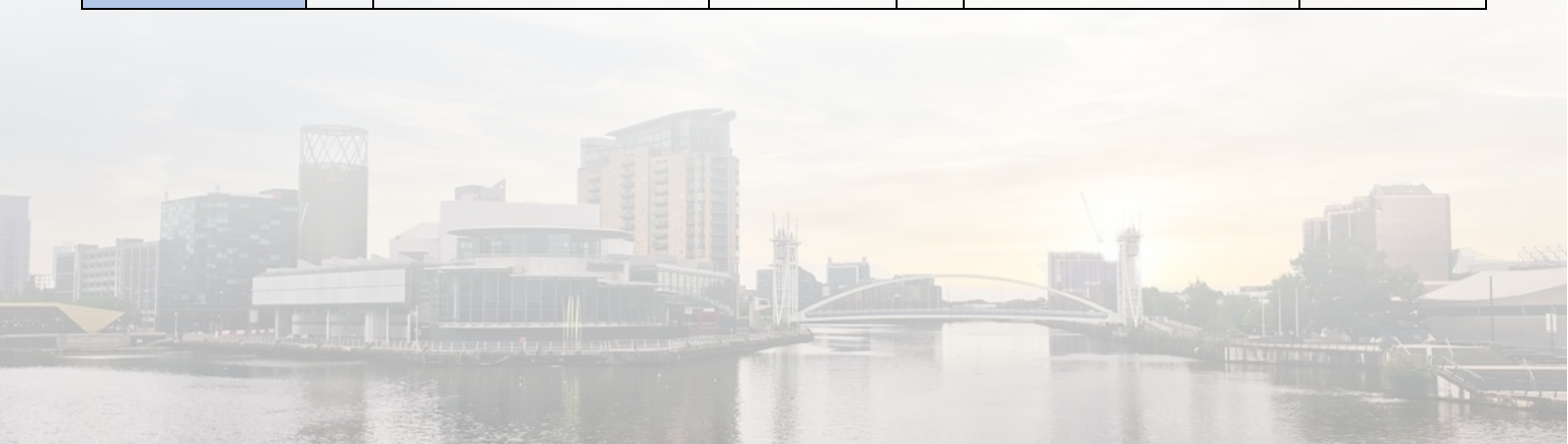


All post holders are expected to comply with the College’s policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:
Date:
Name of the post holder:

Person Specification Hair and Beauty Technician

	Essential		Desirable			
Qualification	1	Hair or Beauty Qualification Level 2 or above	Application / Certificate			



	2 3 4	Literacy Level 2 Numeracy Level 2 IT Level 2	Application / Certificate Application / Certificate Application / Certificate			
Professional Development	5	Evidence of ongoing Professional Development	Application / Interview			
Experience	6	Experience of working in relevant industry / sector	Application / Interview	Working with post 16 students Working in FE	Application / Interview Application / Interview	
Knowledge	7 8	The ability to word process and use IT to a high standard Good written and verbal communication skills	Application / Interview Application / Interview			
Skills / Qualities	9 10 11 12	Excellent interpersonal, communication and organisational skills. Ability co-ordinate and service a commercial type salon Ability to work on own initiative.	Application / Interview Application / Interview Application / Interview			



	<p>13</p> <p>14</p> <p>15</p> <p>16</p>	<p>Good communication skills – oral, written and IT</p> <p>Able to keep calm in difficult situations</p> <p>Able to work effectively and efficiently</p> <p>Ability to build good relationships with students, staff and suppliers</p> <p>Flexible approach to work</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>			
<p>Other</p>	<p>17</p> <p>18</p> <p>19</p>	<p>Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults</p> <p>Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion</p> <p>DBS Check acceptable to the college will be undertaken for successful applicant</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>			

