

Job Description

Post:	Staff Support Worker Construction
Salary Grade:	£15 per hour
Responsible to:	Greg Derbyshire
Responsible for:	

Key Purpose

Key Purpose 1 - To provide assistance and support to a Construction Technician with neurodiversity and physical disabilities.

Key Purpose 2 - To assist the technician in supporting the technician and teaching teams to enable a high-quality teaching and learning experience across the department.

Insert Key Purpose 3

Insert Key Purpose 4

Duties & Responsibilities

A	To support and assist the technician in day-to-day planning and organisation of work activities to ensure tasks are completed on time and to an appropriate standard.
B	To support the technician with preparing workshops / classrooms, ensuring that all materials, equipment and apparatus is set up and ready for practical sessions, liaising with other support functions within the College, (IT, Estates etc) to ensure equipment is maintained and rooms are adequate.
C	To undertake and/or support the technician with physical duties where his disability prevents him from doing so safely, including working at heights and using electrical power tools.
D	To support the technician with the day-to-day maintenance and booking out system for equipment, tools etc within the department, retrieving and accounting for all equipment, tools and materials when not in use and ensuring they are stored securely.
E	To support and advise the technician in liaising with external suppliers to build and / or maintain relationships in order to seek best value for money when purchasing necessary supplies / equipment
F	To support the technician in following established ordering procedures to ensure adequate supplies/resources are available (within pre-determined limits) to ensure timely delivery and the optimum running of the department.



G	To support and advise the technician in taking responsibility for the delivery of supplies, materials and tools and to 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.
H	To support the technician with the planning, organising and booking of external trips and visits by students.
I	To support and advise the technician 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.
J	To advise and guide the technician to work with teaching staff to develop materials to help the curriculum area meet the needs of learners and staff.
K	To support the technician during parent's evenings, open evenings and / or other events liaising and assisting Teaching staff / Head of Department.
L	To support the technician in providing 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.
M	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.
N	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.
O	

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: 11-6-26

Name of the post holder: G Derbyshire



Person Specification

	Essential			Desirable		
Qualification	1			A	Literacy L2 Numeracy L2 IT Level 2	Application / Certificate
Professional Development	2	Evidence of ongoing Professional Development	Application / Interview			
Experience	3	Experience of working in relevant industry / sector	Application / Interview			
Knowledge	4	The ability to word process and use IT to a high standard	Application / Interview			
	5					



		Good written and verbal communication skills				
Skills / Qualities	6	Excellent interpersonal, communication and organisational skills.	Application / Interview			
	7	Ability co-ordinate and motivate staff				
	8	Good negotiating skills Ability to work on own initiative.				
	9	Good communication skills – oral, written and IT				
	10	Excellent organisational skills				
	11	Good interpersonal skills				
	12	Able to keep calm in difficult situations				
	13	Able to work effectively and efficiently				
	14	Ability to build good relationships with students, staff and suppliers				
	15	Flexible approach to work				



Other	16	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	17	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion				
	18	DBS Check acceptable to the college will be undertaken for successful applicant	Application/Appointment			

