

Job Description

Post:	Construction Technician
Salary Grade:	
Responsible to:	Head of Construction and BES

Key Purpose

To provide an efficient and effective technical support within the workshop /classroom and assessment areas, working flexibly across the Department 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	Use working knowledge of construction and engineering equipment and tools so as to carry out day to day maintenance 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 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
L	Prioritise tasks within daily routine to ensure work is completed to time and appropriate standard working to own initiative when needed and be responsible for organising personal workload to ensure forward planning takes place and all deadlines are met.
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.
O	To organise, move and manage the use of construction materials and equipment, ensuring they are safely transported within the practical areas
P	To operate specialist construction equipment and machinery such as lathes, fork lifts and cutting machinery when required, to prepare and assist student activities.
Q	To maintain the external construction training areas and move sand, mortar and aggregates as required for practical sessions.
R	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

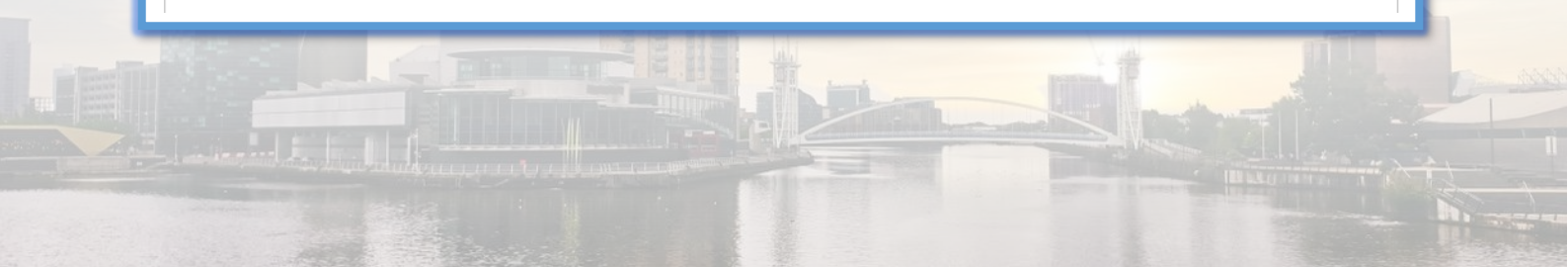
Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

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

	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		

