



Job Description

Job Title	Workshop Technician
Department	Construction
Reporting to:	Learning Area Manager
Main Purpose of the role	
To provide day-to-day workshop support to the Faculty and provide support to 16-18 and adult learners under direction of the Lecturer. Responsible for monitoring material usage levels and informing the curriculum technician of order requirements.	
Key Tasks / responsibilities:	
All tasks to be carried out in a Total Quality manner, consistent with the Corporations culture.	
<ol style="list-style-type: none"> 1. Work closely with Learning Area Manager and lecturers to provide workshop support to learners during teaching sessions. 2. Track and monitor material usage within a department and inform operations manager of all order requirements. 3. Track and monitor tool usage within a department and inform operations manager of all order requirements. 4. Meet regularly with tutors to establish material requirements for practical sessions 5. Ensure that workshops have the necessary materials for practical sessions 6. Support tutors and learners to maintain workshop areas 7. Follow Construction Health and Safety policies and procedures 8. Undertake such other work as may be required, commensurate with the grade 	
Role Dimensions	
<ul style="list-style-type: none"> • This post reports to the Learning Area Manager • The post has no budgetary responsibility • The role will involve working with a case load of 100 learners. 	
Key Interfaces	
<ul style="list-style-type: none"> • Key interfaces include: Operations manager, Learning Area Manager, Head of Faculty, Health and Safety Manage Team Leader, Lecturers • Learner Support, Learner Services, • External contacts also include parents and guardians of students, • Local Interest Groups • Wellbeing Mentor 	

Supporting College Goals and Values – all roles					
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety, 					
Measurable Performance Standards for this role					
<ul style="list-style-type: none"> • Faculty retention and achievement rates • Distance travelled performance • Learner satisfaction rates • Progression performance data including mapping pathways • Learner support including all facets of performance 					
Level of Disclosure and Barring (DBS) disclosure required					
Enhanced without barred list checks,					
Author and Date					
Katie Bone HOF 25/1/22					
Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Technician



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
<ul style="list-style-type: none"> Minimum Level 2 trade qualification Level 1 English and Maths. 	✓		Application form
<ul style="list-style-type: none"> NVQ Level 2 trade qualification. 		✓	Application form
Experience and knowledge			
<ul style="list-style-type: none"> Minimum 2 years experience in a construction related role 	✓		Application form
<ul style="list-style-type: none"> A knowledge of the Construction Industry. 	✓		Application form
Skills and abilities			
<ul style="list-style-type: none"> Ability to use initiative and take responsibility 	✓		Application form
<ul style="list-style-type: none"> Excellent organisation, communication and interpersonal skills 	✓		Application form
Essential College attributes			
<p>Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.</p>	✓		Application form/ interview
<p>Influencing skills: The ability to persuade others.</p>	✓		Application form/ interview
<p>Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.</p>	✓		Application form/ interview

Criteria	Essential	Desirable	Assessed by
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Circumstances of role (if applicable)			
	✓		