

Job Description and Person Specification



Technician in Media and Music

Salary:	£17,881 - £20,172 pa inclusive
Hours:	36 hours per week for 40 weeks per year
Leave:	This post is term time only, all leave should be taken when the College is not in session.
Reports to:	Curriculum Quality Team Manager for Arts and Media
Location:	This post will initially be based at the Main Campus, Isleworth

The purpose of the post is: to organise and run the Media and Music section, providing an efficient service for all staff and students. To supervise groups of students in specialist facilities and practical workshops as part of Directed Self Study (i-learn).

The main duties and responsibilities are to:

Technical duties:

- Order equipment and materials related to the running of the Media and Music section, to process invoices for the payments and to use and maintain all consumable budgets
- Maintain and store all stocks of materials safely and ensure there are adequate supplies of required materials to each area.
- Maintain records and inventories for all equipment.
- Maintain all classrooms and workshops in excellent working in order to support teaching and learning and support lecturing staff. This will require repeated daily checks on classrooms and equipment and the application of appropriate and timely action where necessary to ensure classes and lecturers are supported.
- Carry out routine maintenance and repairs to equipment as necessary and where possible.
- Discuss with all lecturers the requirements for lessons, ensure they are supported and advise on the use of specialist equipment and techniques.
- Discuss any matters involving orders, equipment, repairs, etc with the service engineers and sales representatives ensuring appropriate works are carried out.
- Be responsible for setting up of equipment for demonstrations and lectures that need to be ready in advance.
- Keep up to date with new equipment and techniques.

- Be responsible for the regular display of learner work from all levels and courses in College and departmental areas.
- Ensure high quality support to staff and students in order to raise achievement.

Student duties:

- Supervise groups of students as part of i-learn, this will include marking registers to record attendance, and cover.

Health & Safety:

- Ensure all equipment and materials are cleared away after classes and that teaching rooms and studios are clean and tidy after every practical lesson.
- Prepare and update relevant risk assessment for rooms, equipment and activities.
- Ensure that the safety standards are adhered to including the compliance with H&S regulations such as equipment having been subject to PAT testing, etc.

General duties:

- Promote a positive image of the college in all contacts with students, employers and professional bodies.
- Adhere to and comply with the college financial regulations.
- Carry out any other reasonably comparable duties that may be required from time to time.
- Undertake additional duties at enrolment times as required, including occasional evening work.

Person Specification

Please study the items in this person specification carefully. When completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess relevant qualifications and / or relevant experience.
2. Have or be working towards a PTTL course.
3. Awareness and knowledge of health and safety issues.
4. Be willing to undertake training and development as required within the role.
5. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
6. Good communication and team working skills
7. Good administration skills
8. Have excellent organisational skills.
9. Have an awareness and understanding of equal opportunities.
10. Have an awareness of the safeguarding and prevent initiatives.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 18 September 2019

Reference No: 3PAR002

Interview date: TBC

Conditions of Service

Contract:	Permanent
Salary:	<p>£17,881 - £20,172 pa inclusive</p> <p>Please note the salary range for this post is points 21 – 25 on the Support Staff scales.</p> <p>Progression up the incremental pay scale is automatic and awarded on 1 April annually.</p> <p>New entrants are placed on point 21</p> <p>Where there is evidence of current earnings in excess of point 21, the applicant may be placed at the salary point higher than their current salary</p>
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	This post is term time only, all leave should be taken when the College is not in session.
Hours:	36 hours per week for 40 weeks per year
Probation:	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.</p>
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.