

Job Description and Person Specification



Technician – Motor Vehicle and Electrical

Salary:	£24,685- £26,417pa inclusive
Hours:	36 hours per week
Leave:	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
Reports to:	Skills Centre Support Manager
Location:	This post will initially be based at the Skills Centre in Feltham

The purpose of the post is: to support teachers and students in practical workshops and learning environments, this will include demonstrating the use of equipment and safe practice in a workshop environment. To supervise groups of students in specialist facilities and practical workshops as part of Independent Learning.

The main duties and responsibilities are to:

1. Order equipment and materials related to the running of the Motor Vehicle and Electrical Installation courses, processing invoices for payment in accordance with College procedures.
2. Maintain accurate stock records and inventories for all equipment for Electrical Installation and Motor Vehicle
3. Maintain and safely store all materials ensuring adequate supplies have been ordered to meet teaching requirements.
4. Monitor materials and equipment including issuing and collecting tools and materials to and from students.
5. Ensure security of equipment, workshops and learning areas during and after their use.
6. Ensure workshop teaching areas, equipment and materials are ready and prepared as requested by teachers for lessons and cleared away as necessary.
7. Take responsibility for the day to day supervision and maintenance of specified facilities, keeping workshop areas tidy and ready for teaching
8. Demonstrate the use of appropriate equipment and facilities as directed by the lecturer responsible for the class.
9. Provide support in practical workshops during lessons to lecturer and students

10. Maintain up-to-date knowledge of new equipment and techniques.

11. Act as a First Aider at the Skills Centre.

Student Duties

12. Supervise groups of students as part of the timetabled Independent Study. This will include marking registers to record attendance and providing cover when required.

Health and Safety

13. Help maintain a safe and healthy working environment and implement college health and safety policy.

14. Ensure all equipment and materials are cleared away after classes and rooms are clean and tidy after every practical lesson.

15. Ensure immediate reporting of health and safety, damage and other rooming issues to Estates or other relevant channels.

16. Ensure that safety standards are adhered to including carrying out risk assessments of rooms, equipment and activities and ensure compliance with COSHH regulations.

General Duties

17. Promote a positive image of the College in all contacts with Students, employers and professional bodies.

18. Adhere to and comply with College financial regulations

19. Carry out any other reasonably comparable duties that may be required from time to time. This may include marketing and parenting events.

20. Undertake additional duties at enrolment times as required, including occasional evening work.

21. Report regularly to members of the team, Skills Centre Manager: Engineering and Motor Vehicle and Head of Centre through regular meetings.

22. Support the College's equal opportunities policy.

23. Attend staff development activities including First Aid training.

Person Specification

Please study the items in this person specification carefully and 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, in a range of Electrical Installation and Motor Vehicle tasks including Electric Vehicles is desirable, or be willing to undergo training in working with Electric Vehicles.
2. Have or be working towards an Award in Education and Training L3 course
3. The ability to provide practical support to teachers and students in a practical Electrical Installation and Motor Vehicle workshops
4. Be able to operate in a physically demanding environment.
5. Be willing to undertake training and development as required within the role.
6. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
7. Possess good communication skills and team working skills
8. Good organisational and administration skills.
9. Have the patience, understanding and confidence to guide and help manage young people in practical workshop settings.
10. The ability to use own initiative and work as part of a team.
11. Effectively contribute towards health and safety within the workshop environment
12. Have an awareness and understanding of equal opportunities.

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: 2 June 2024
Reference No: 3MOT001
Interview date: 11 June 2024

Conditions of Service

Contract:	Permanent
Salary:	<p>£24,685- £26,417pa inclusive Please note the salary range for this post is points 22 - 25 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 22 Where there is evidence of current earnings in excess of point 22, 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:	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
Hours:	36 hours per week
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.