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**JOB SPECIFICATION**

**Post Title: Electrical Technician**

**Line Manager: Head of Faculty – Engineering, Computing & Motor Vehicle**

**Pay Band: Band D**

**JOB PURPOSE**

To support the learning, teaching and assessment process by providing a comprehensive technical assistance, maintenance, coaching and support service to the Electrical Department

To ensure a safe environment for teaching and learning which meets health and safety requirements and demonstrates best practice.

All staff have a responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults.

**SPECIFIC DUTIES**

* To support all staff and learners to create a safe learning environment which promotes learning in the motor vehicle area.
* To maintain machinery and equipment in a state of readiness for use by learners and staff.
* To assist with organising teaching materials as required and to support tutors in all areas of the motor vehicle curriculum
* To coordinate the purchasing of materials and resources across the department, ensuring best value for the College in line with College policies and procedures. This will include maintaining inventories and appropriate stock control methods.
* To ensure adequate stocks of technical consumables are maintained and are securely stored. Ensure that stock is stored and stacked safely and in line with College policies and procedures.
* To ensure that all equipment and both teaching and non-teaching areas comply with Health and Safety legislation promoting good practice at all times. This will include carrying out risk assessments and checking equipment prior to use.
* To ensure that personal protective equipment is available for staff and learner use.
* To report any breaches of health and safety to the Head of Faculty.
* Support tutors in monitoring the health and safety practices of learners in the workshop.
* Provide coaching where appropriate to develop skills.
* Support tutors with the organisation of trips, visits and residential events.
* Support tutors with out of college events and the promotion of the department.
* Support work placements for learners within the department including carrying out workplace risk assessments.

**GENERAL DUTIES**

* Work flexibly to meet College requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during holiday periods.
* Comply with all College policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities.
* Comply with an agreed dress code appropriate to the job role and the tasks to be completed.
* Participate in Performance Management and Professional Development activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Kendal College employees are expected to act as ambassadors for the College and promote the organisation and its services positively.
* Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult with the job holder in so doing.

This job description produced July 2018 JB



**PERSONAL SPECIFICATION**

**POST: Technician Motor Vehicle**

**As a College employee you will be expected to embrace College values and implement College policies and procedures by:-**

• Seeing learners as our priority

• Embracing equal opportunities and respecting diversity

• Working co-operatively with colleagues

• Respecting and valuing the work of all our stakeholders

• Striving for continuous improvement

• Adhering to College policies and procedures

• Promoting the welfare of children, young people and vulnerable adults

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Level 3 Vocational   qualification in a related area   * English and Maths at Level 2 (GCSE A\* to C or equivalent) * Basic Health and Safety qualification | * Level 4 Vocational Qualification in a related area * First Aid Qualification * Intermediate Health and Safety * Teaching, assessing or training qualification |
| **Experience** | * Recent experience of working in relevant industrial/commercial environments for a period of at least 3 years. | * Experience in a learning environment |
| **Knowledge and Skills** | * Effective communication skills * Good general knowledge of health and safety at work in the relevant vocational environment * Ability to provide coaching and support to learners * Strong current technical knowledge and skills in electrical engineering. * Motivation and enthusiasm for working with 14 to 19 year olds. | * Knowledge of health and safety in an educational environment * Knowledge of how to develop learners’ skills |

**Essential requirements are those without which application will not normally be considered for appointment**