

<b>Job title:</b>	Workshop Technician
<b>Reports to:</b>	Curriculum Development Manager
<b>Business area:</b>	Engineering
<b>Responsibility for others:</b>	No

## **JOB DESCRIPTION**

### **Purpose and context:**

- To provide support to students and teaching staff in the workshop for the delivery of the Engineering curriculum.
- This involves the management of stock, resources, machine maintenance and general ownership of the mechanical workshop with a strong focus on health and safety procedures and standard operating procedures.
- As part of the role, you will be expected to support the teaching staff with demonstrating / instructing and assessing learners involved in practical activity as directed by the class teacher.
- You will be based at Castleford college but may be asked to work at another site if a need arises and you are directed to do so by the Head of curriculum.
- The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

### **Main duties and responsibilities:**

- The preparation and maintenance of materials and equipment used by students in the workshops.
- To support with the dismantling/ storage of work prepared by students to maintain operational status of the workshops.
- To carry out and manage maintenance activities within the workshops.
- To manage stock levels of materials and resources by utilising order systems and minimise waste by employing efficient working practices.
- Manage and develop positive relationships with suppliers and external stakeholders.
- Implement appropriate Health and Safety and quality management and assurance systems in accordance with college policy.
- To support with the instruction of learners in practical activity.

- Promote student progress, engagement, achievement, and ensure a high-quality student experience.
- Provide information, advice, and guidance to students as appropriate.
- Provide support to and encourage positive behaviours of learners and groups of learners. This may include those with particularly challenging behaviours.
- Take part in open events as required.
- To engage positively with performance management processes, including attendance to team meetings, 1:1 meetings and other associated processes.

**Responsibilities of all employees within the Heart of Yorkshire Education Group:**

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into Group life through involvement in all identified aspects of the enrolment process.

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

*Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.*

<b>Person Specification: Workshop Technician</b>		
Please provide evidence in your application of how you meet the criteria listed below.	<b>Criteria: Essential Desirable</b>	<b>Assessed: (A) Application (I) Interview (T) Task (R) Reference</b>
<b><u>Qualifications and Training:</u></b>		
Level 2 qualification (or equivalent) in a relevant vocational area (e.g. mechanical maintenance)	Essential	Application
Level 3 qualification (or equivalent) in a relevant vocational area (e.g. mechanical maintenance))	Desirable	Application
First Aid qualification (or willingness to achieve one within 6 months)	Essential	Application, Interview
GCSE A* - C / 9 - 4 in Maths and English qualifications or equivalent	Essential	Application, Interview
Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential	Application, Interview
<b><u>Relevant Experience:</u></b>		
Experience in a relevant industry and/or educational setting	Essential	Application, Interview
Experience of working with 16-18 year olds	Desirable	Application, Interview
<b><u>Skills and Knowledge:</u></b>		
Practical skills and knowledge of mechanical maintenance processes	Essential	Application, Interview
Practical skills and knowledge of turning, milling and hand fitting techniques	Essential	Application, Interview
An understanding of issues in relation to safeguarding all students	Desirable	Application, Interview
Competent in the use of digital technology	Desirable	Application, Interview
Time management skills, organisational skills and the ability to meet tight deadlines	Desirable	Application, Interview, References
Ability to maintain appropriate discipline, including the management of the behaviour of challenging learners and groups of learners	Essential	Application, Interview

The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential	Application, Interview, References
Ability to work alone and as part of a team with good interpersonal skills	Essential	Application, Interview, References
<b><u>Attributes:</u></b>		
Flexible approach to working practices and adaptable to change	Essential	Interview
Ability to work in a busy environment	Essential	Interview
Friendly and professional approach	Essential	Interview, Task
A commitment to the promotion of equality and diversity at all times both in and outside the classroom	Essential	Interview
Ability to work as part of a team	Essential	Interview