

**Job Description & Person Specification**

<b>Post Title:</b>	<b>Technician in Wood &amp; Brickwork Trades</b>	<b>Department:</b>	<b>Construction</b>
<b>Hours per week:</b>	<b>37</b>	<b>Weeks per year:</b>	<b>52.14</b>
<b>Contract Type</b>	<b>Permanent</b>	<b>End Date:</b>	<b>N/A</b>
<b>Salary:</b>	<b>£17,400 pa</b>	<b>Location:</b>	<b>North Road/Fulcrum</b>
<b>Reports to:</b>	<b>Department Learning Manager</b>		

**Job Description**

<b>1.</b>	<p><b>Department Overview</b></p> <p><b>Construction</b></p> <p>Construction is based across two sites. The Fulcrum is located at Tower Park in Poole and the other is the main North Road Campus. The Fulcrum has two purpose built buildings which facilitate brick and wood occupations, for example boat building, site, shop, bench, fitted and furniture carpentry. We also have a specific area of machinery which Level 3 carpenters may use as part of their level 3 programme. The Fulcrum facilities also include two computer classrooms and students also have access to computer trollies.</p> <p>The North Road campus consists of Electrical, Paint and Decorating, Plastering and Plumbing. The facilities include separate workshops for each area to give the students a realistic approach to the workplace. There are also designated classrooms with suitable visual aids to facilitate teaching and learning.</p> <p>A strong curriculum area with approximately 370 Full Time, over 400 Apprenticeships (including CITB) and 300 Full cost students with 45 staff members that offers a broad range of pathways. Apprenticeships, Study Programmes and Full Cost courses meet LEP priorities, local employer and employment needs in Brickwork, Wood, Plaster, Paint &amp; Decorating, Electrical and Plumbing.</p> <p>The area has a very successful employer engagement record with well attended employer forums and employer engagement.</p> <p>We offer the following courses</p> <table style="margin-left: 20px;"> <tr> <td>Brickwork</td> <td>L1-L3</td> </tr> <tr> <td>Boatbuilding</td> <td>L2-3</td> </tr> <tr> <td>Carpentry</td> <td>L1-3</td> </tr> <tr> <td>Electrical</td> <td>L2-3</td> </tr> <tr> <td>Decorative</td> <td>L1-3</td> </tr> <tr> <td>Plastering</td> <td>L1-2</td> </tr> <tr> <td>Plumbing and Gas</td> <td>L1-3</td> </tr> </table> <p>For the successful candidate this is an excellent opportunity to deliver a range of courses at Bournemouth and Poole College and be part of an innovative and highly motivated team.</p>	Brickwork	L1-L3	Boatbuilding	L2-3	Carpentry	L1-3	Electrical	L2-3	Decorative	L1-3	Plastering	L1-2	Plumbing and Gas	L1-3
Brickwork	L1-L3														
Boatbuilding	L2-3														
Carpentry	L1-3														
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Decorative	L1-3														
Plastering	L1-2														
Plumbing and Gas	L1-3														

2.	<b>Purpose of the Role</b>
	To undertake Technician duties, generally in the Centre's workshops, stores and in other areas as directed, to assist lecturers and instructors in the delivery of training programmes and the maintenance of resources.
3.	<b>Key Accountabilities &amp; Duties</b>
	<p><b>Technician activities</b></p> <ul style="list-style-type: none"> <li>• Support the student, staff and Lecturers to maintain a high standard of operation including preparation, clearing away, sweeping etc.</li> <li>• Check levels of stock and work with the Wood Machinist to ensure good stock control at all times</li> <li>• Support lecturers and instructors in ensuing H&amp;S within the workshops i.e. working with students to ensure safe working practices</li> <li>• Facilitate learning by demonstrating wood uses i.e. making items from wood such as shelves</li> <li>• Provide technician support in other areas and across sites when needed.</li> </ul> <p><b>Apparatus and Stock</b></p> <ul style="list-style-type: none"> <li>• Support Machinist, Lecturers and Instructors in maintaining, cleaning and repair of apparatus, equipment and workshops to the standard required by awarding bodies for the delivery of their courses</li> <li>• Assist the machinist in preparing including setting up and operating</li> <li>• Prepare and clear away any material apparatus, equipment and materials ensuring correct storage and correct inventory records maintained</li> <li>• Support the Machinist in maintaining an adequate supply of materials, reclaiming reusable and disposing of scrap materials</li> <li>• When necessary travel to and from suppliers and employers premises</li> <li>• Ordering materials as required whilst negotiating prices and discounts to ensure the College gets the best deal</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Responsible for ensure the H&amp;S of self and others within the workshops</li> <li>• To maintain up to date with H&amp;S legislation and hold responsibility for all H&amp;S activities within the workshop</li> <li>• To lead the modernisation of H&amp;S practices within the workshop environment</li> <li>• Ensure that apparatus and equipment are used in accordance with sound educational practice and current health and safety regulations</li> <li>• To control and monitor insurance requirements</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Willingness and technical ability to support instructors where appropriate</li> <li>• Participate in departmental meetings as required</li> <li>• Participate in The College's appraisal process and to undertake any training that may be appropriate</li> <li>• Pursue the achievement and integration of equal opportunities throughout all The College's activities</li> <li>• To undertake such other reasonable duties as the line manager may require from time to time and review this Job Description at least annually with the line manager</li> </ul> <p><b>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</b></p>

<b>4.</b>	<b>Equal Opportunities</b>
	<p>The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors.</p>
<b>5.</b>	<b>Safeguarding</b>
	<p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.</p>
<b>6.</b>	<b>Further Information</b>
	<p>This Job Description and Person Specification are current as at April 2018. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly.</p> <p>A copy of this Job Description and Person Specification is held with the Human Resources department.</p>

## Person Specification

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety in use of Construction industry equipment</li> <li>• Experience in implementing successful processes and systems</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and controlling budgets</li> <li>• Minimum of three years industrial experience in the related environment</li> <li>• Experience of wood industry stock and equipment</li> <li>• Working knowledge of Construction trades</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• The ability to analyse and solve problems</li> <li>• Interpersonal/presentation and negotiation skills</li> <li>• Able to work under their own initiative</li> <li>• Capable of preparing materials for use in the workshop for student projects</li> <li>• Ability to organise the stores</li> <li>• Good interpersonal skills and customer care, ability to work flexibly under pressure in a team culture and must genuinely like working with people</li> </ul>	<ul style="list-style-type: none"> <li>• Confident speaker and demonstrator</li> <li>• Basic ILT Skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Initiative to deal with variant teaching and learning situations</li> <li>• Can work to and achieve deadlines</li> <li>• Strong commitment to The College values and to the learners</li> <li>• Able to demonstrate pro-activeness</li> <li>• Sensitive to the needs of others and to respond appropriately</li> <li>• Ability to work under pressure</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• First aid trained – or willing to undertake training provided by the College</li> <li>• Minimum of a Level 1 in Construction or equivalent experience</li> <li>• Willing to undertake further training and CPD as required</li> <li>• Forklift trained – or willing to undertake training provided by the College</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexibly and outside of the typical working day (evening and weekends) to meet the needs of the College</li> <li>• Able to travel across sites</li> </ul>	<ul style="list-style-type: none"> <li>• Able to drive 3 tonne flatbed lorry</li> </ul>