**Job Description**

Sunderland College is seeking to appoint a Construction Technician for our provision based at the City Campus, to support students, staff and stakeholders with a high-quality technical service.

Construction is seeking an enthusiastic, highly motivated and reliable individual, who always strives for excellence, and who has experience of working within a busy construction related environment.

The successful candidate will have construction related skills as well as the willingness to learn, be flexible and be available for occasional evening and weekend work. A proactive approach to working in collaboration with industry and key stakeholders, to strengthen our reputation across this provision is essential; a focus on excellent customer service and to support academic staff to support all aspects of delivery and assessment, that requires technical support.

The post requires a technician who has the skills to assist and support the diverse range of workshops in addition to the day to day running of the department and its assets. The Construction technician will be mainly based at the City Campus but may be required to travel to support other departments at busy times.

|  |  |
| --- | --- |
| **Post Title:** | **Construction Technician** |
| **Reports to** | **Curriculum Manager** |
| **Department** | **Construction (T13)** |
| **Grade** | **Point 16 to Point 18 £22,302.00 - £23,552.12** |
| **Contract** | **Support** |
| **Location** | **City Campus (Or any other campus if required)** |

### OVERALL PURPOSE

* Working with the curriculum manager and construction staff to take an active role in the support of the construction department in maintaining the Health and Safety, cleanliness and stock levels across the numerous busy workshops etc within the area.
* Taking ownership for the timely maintenance and cleanliness of workshops across the department. Working in conjunction with curriculum staff to ensure waste materials are removed safely and workshops are ready for classes to take place.
* Taking an active role in the ongoing development of workshop spaces.

### ROLE PURPOSE

|  |
| --- |
| * To provide curriculum staff and students with a safe environment for their delivery and practical studies. * Ensure the area is clean and tidy and embeds the 5 ‘S’ model regarding Health and Safety * To support curriculum staff and students * To work with the Curriculum Manger in ensuring that the area meets Health and Safety audit standards. * To provide the students with a positive learning experience. |

### ROLE RESPONSIBILITIES

|  |
| --- |
| * Provide appropriate technical support for the practical construction curriculum areas. * Assist staff and students in equipment usage in practical work areas to include the clearing down and setting up of equipment. * Assist teaching staff by delivering high quality practical demonstrations to students. * Undertake general housekeeping duties to ensure a safe, clean, tidy and effective working environment. * To be responsible for the maintenance of specialist equipment in the construction department and ensure compliance with all health and safety regulations. * To ensure stocks of materials, records of tools and equipment are maintained and up to date within the construction department. * To maintain and service tools and equipment within the construction department. * To liaise with the curriculum leader in the purchase of new stock, tools and equipment and to adhere to the college’s financial regulations and procedures. * To be responsible for the inventory and security of all tools, equipment and materials within the construction department. * To carry out risk assessments for all construction practical areas in line with college systems and procedures. * To ensure that safe working practices are adhered to within all construction practical areas. * Ensure compliance with COSHH regulations, in accordance with the college health and safety policy and procedures across the construction department. * To maintain and promote a healthy and safe environment to ensure that all students and visitors within the construction department are safe from harm. * To invigilate during examinations if and when requested. * Maintain appropriate continuing professional development * Participate in recruitment and marketing events and parent’s evenings * Maintain appropriate professional behaviours and attitudes.  GENERAL RESPONSIBILITIES    * Take responsibility for own continuous Professional Development and participate in any learning and development opportunities relevant to the role as and when required. * Attend external and internal meetings as and when required and proactively contribute towards these meetings. * Contribute to the continuous improvement of the department, as appropriate. * To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. * Ensure a safe and secure environment for students in accordance with the College Safeguarding and Health and Safety Policies and complete appropriate risk assessments in line with College Risk Assessment Policy. * Undertake such other duties as are reasonably allocated either permanently or from time to time. * Work at any of the College sites on a temporary or indefinite basis – in line with your contract of employment |

|  | | | | **ASSESSMENT METHOD** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSON SPECIFICATION – Job Title Post Reference:** | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Qualifications** |  |  |  |  |  |  |  |
| Level 2 or equivalent in maths, English and ICT |  | « | « | « | « | « | « |
| Minimum Level 2 in a construction related subject |  | « | « | « | « | « | « |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Skills and Experience** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Experience of working within a busy construction related environment |  | « |  | « | « | « | « |
| Forklift driving licence |  | « |  | « | « |  | « |
| Ability to be flexible and proactive | « |  |  |  | « |  | « |
| Ability to work effectively with a large team | « |  |  |  | « |  | « |
| Ability to support young people | « |  |  |  | « |  | « |
| **Knowledge and Understanding** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Ability to solve problems and create solutions | « | « |  | « | « | « | « |
| Experience of managing or working with Health and Safety | « | « |  | « | « | « | « |
| Knowledge of the construction industry | « | « |  | « | « | « | « |
|  |  |  |  |  |  |  |  |
| **Other/personal attributes** |  |  |  |  |  |  |  |
| Suitability to work with children and young people | « |  |  | «Criminal records check via DBS | « | « | « |
| Must be reliable and hard working | « |  |  |  | « | « | « |
| Ability to maintain confidentiality | « |  |  |  | « | « | « |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. | « |  |  |  | « |  | « |
| To uphold British Values, the college values and responsibilities with regard to equality, diversity and inclusion. | « |  |  |  | « |  | « |
| To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation. | « |  |  |  | « |  |  |