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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Construction Technician - Furniture (0.5fte)

**Department:** Construction

**Hours:** 18.75 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Head of School - Construction

**Reports:** n/a

**Salary / Scale:** Support Spine - Band 5, Point 18 - £10,159.50 per annum (pro rata to £20,319.00 per annum)

**Date of Issue:** May, 2023

**Organisation Chart:**

Head of School - Construction

Construction Technician - Furniture

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1. **Aims and Purpose of the Post**
   1. To maintain and prepare day to day support of the construction area and associated facilities.
   2. To assist in the preparation of construction workshops for practical teaching lessons.
   3. To support students undertaking practical activity under the direction of a member of teaching staff.
   4. To ensure the Construction Workshops are kept clean in line with College standards.
2. **Specific Responsibilities**
   1. To prepare materials for practical classes.
   2. To assist with the preparation and collection of practical materials.
   3. To clear up and clean workshops following practical classes.
   4. To carry out day to day housekeeping in the workshops and preparation areas.
   5. To ensure that administrative procedures are completed efficiently, including statutory and internal returns, stock and asset registers.
   6. To undertake basic maintenance and minor repairs within the workshops.
   7. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   8. To ensure as far as possible the security of workshop equipment and materials.
   9. To assist in the maintenance and sustainable development of resources and commercial activities.
   10. To attend day and evening meetings, courses etc. considered to be of benefit to the College and the individual.
   11. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   12. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   13. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   14. To manage student conduct in accordance with College policies.
   15. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   16. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

Cycle to Work Scheme Free on-site parking

Subsidised catering On-site Gym

\*\* (Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Construction Technician - Furniture** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| First Aid Certificate |  | X |
| **Experience & knowledge** |  |  |
| Experience of working within a similar role (construction) | X |  |
| Previous experience of workshop equipment |  | X |
| Practical multi skills experience | X |  |
| Experience of working in Education or similar environment |  | X |
| Knowledge of technical information, building construction and design |  | X |
| **Ability / Skills** |  |  |
| Thorough working knowledge of Microsoft Word and Excel |  | X |
| Excellent communication skills – ability to communicate to all levels | X |  |
| Ability to prioritise, plan and monitor individual workloads | X |  |
| Ability to follow and interpret agreed policies and procedures | X |  |
| Ability to make decisions using own initiative | X |  |
| Ability to build rapport with students and mutual respect | X |  |
| **Personal Attributes** |  |  |
| Willingness to operate flexibly and the ability to undertake extra hours if required. | X |  |
| Evidence of ability to improve student satisfaction | X |  |
| Strong team player | X |  |
| Genuine commitment to high standards | X |  |
| Keen to “make a difference” | X |  |
| Physically fit and in good health | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.