

## Job Description

Role Title: Construction Technologies Wet trades/and Maintenance, General labouring	Pay Grade: BPS Grade 5, £25,451 to £25,995
Normal Place of Work: SBSA, Bristol, BS14 0DB, United Kingdom	Line Manager: Head of Department
Normal Working Hours: 37 Hours	Responsible For: N/A

## Purpose of Role

- Provide support in workshops and other areas to ensure materials and equipment are in proper working order and available for learners to use at the start of each day as required for their learning. This includes providing support in the brick and plastering working, Providing mortar mixing. Plaster, provide tools, engage with students to guide and support alongside the lecturer and provide Health and safety support for your workshop.
- Ensure tools and equipment are securely locked away at the end of each training session.
- Working with the other technicians within the Construction department to carry out general maintenance across all workshop areas along supply of materials when requested
- Maintain and ensure mixing equipment is cleaned at the end of each day to prolong its lifespan.

## Principal Accountabilities

1. Help, advise and assist students during their training and whilst carrying out practical activities
2. Discuss all practical activities with the course teacher to ensure that all tools and material needed are ready for students at the start of lessons
3. Observe and maintain all current health and safety regulations as appropriate to the area of work and ensure the workshops are clear of obstacles and items are not left out at the end of lessons
4. Establish acceptable standards of tidiness and safety and ensure that students carry out appropriate activities in connection with the above
5. To prepare the equipment for the students to use in their practical training and assessments within the Brick and plastering workshop
6. Be responsible for stock control, storage and maintenance of agreed levels of consumable materials such as mortar Plaster, Bricks and Plaster board
7. To Liaise with suppliers and the authorised signatory to raise orders on the relevant budgets code
8. Taking delivery of ordered goods and checking all related paperwork
9. Be responsible for the maintenance, repair and replacement of tools and equipment across the 3 workshop areas
10. Maintaining current health and safety records for the workshop areas
11. Participate in course team meetings, management meetings and staff development activities
12. Maintain personal skills and knowledge relevant to the curriculum and to keep up-to-date in current methods appropriate to the area of work
13. Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions
14. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with

**Job Description and Person Specification**

- 15. Be responsible for own safety and not to endanger that of colleagues/visitors to the workplace.
- 16. Discuss annually at your performance review interview how your performance can be improved and where appropriate agree what actions can be taken for further improvement

## Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

<ul style="list-style-type: none"> <li>• Suppliers</li> </ul>	<p>As part of the role you will need to source and negotiate supplies. This will involve using good communication skills as well as building relationships that will enable the supplies to meet our needs.</p>
<ul style="list-style-type: none"> <li>• Lecturers</li> </ul>	<p>You will work as part of the delivery team across the trade areas. As part of this you will have a critical role in enabling teachers to deliver training and assessments, as well as enabling students to achieve their qualifications in a timely way</p>
<ul style="list-style-type: none"> <li>• Students</li> </ul>	<p>You will be working with the students of the trade areas who range from 16 years old and up. This is a support role to enable the learners to achieve their qualifications but you will also form part of the team to ensure students are meeting college expectations and complying with the rules and legislation linked to the workshops and the college as a whole.</p>

## There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged

- To undertake other reasonable duties commensurate with the level of your post.

## Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
<b>Qualifications</b>		
A level 2 technical certificate/diploma at level 2		✓
A recognised trade qualification to NVQ 2		✓
Level 2 qualifications in English and Maths		✓
Health and Safety qualification		✓
<b>Knowledge and Experience</b>		
Previous experience in working in the construction industry		✓
Experience of working with students providing effective feedback to enable them to progress		✓
Previous experience working as a technician within a construction based department in any educational institute (School, College, University for example)		✓
Understanding of Health and Safety and ability to maintain H&S records and develop Safe Systems of Practice and risk assessments for equipment and activities	✓	
<b>Skills and Abilities</b>		
Proactive, enthusiastic, self-motivated and able to work with young people and adults.	✓	
Practical skills in construction	✓	
Good IT skills	✓	
Reliable, highly organised and flexible approach	✓	
Consumable control and ordering		✓
Ability to work as part of a team	✓	
Up to date knowledge of Health and Safety	✓	
Willingness to work across multiple college sites, and travel between them on occasion	✓	