

## **WALTHAM FOREST COLLEGE**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST: ACEE Technician**

**REPORTING TO: Head of Department**

**RESPONSIBLE FOR: Health and Safety within a workshop environment**

**GRADE: 14-18**

#### **KEY RESPONSIBILITIES**

1. To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
2. To liaise with the Senior Technician or Curriculum Manager to facilitate efficient delivery of the curriculum
3. To support teaching staff and to provide maximum cover for the support of the delivery of a flexible curriculum.
4. To ensure practical areas are prepared for classes and machinery, equipment and commodities/consumables area available as required by the Senior Technician/Head of School/Curriculum Manager.
5. To issue equipment and commodities/consumables to teaching staff for practical classes.
6. To ensure that Health & Safety policy is adhered to at all times and to ensure that hygienic and safe standards are maintained at all times.

#### **MAIN DUTIES AND RESPONSABILITIES**

1. To work with the Senior Technician or Curriculum Manager in the preparation of Risk Assessments.
2. To contribute to the sub self-assessment report for a Curriculum Area under the supervision of the Senior Technician or Curriculum Manager.
3. To participate in stock checks when requested by Line Manager.
4. To enter orders onto the College finance system if appropriate.
5. To have a care for College resources and to follow established procedures in the use of materials, equipment etc.

6. To record breakages and required maintenance in accordance with the College regulations.
7. To work with other to ensure that equal opportunities is embedded in the delivery and practice of the curriculum area.

### **Quality and Planning**

8. To assist in the organization and delivery of designated projects and events, internal and external, as appropriate.
9. To act as an instructor/assessor/verifier or supervisor as appropriate.

### **Resources**

10. To attend College/Faculty/School and other meetings as appropriate, including regular team meetings held to monitor students' learning experiences.

### **General**

1. To implement College policies, particularly those relating to equality and diversity.
2. To implement Health and Safety and security measures in accordance with statutory and College requirements.
3. To actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them.
4. To develop effective working relationships internally and with external partners.
5. To operate at all times in line with the College's values and behaviour
6. To undertake any other duties consistent with the key responsibilities and/or duties of the post.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>QUALIFICATIONS</b> (Educational and Vocational)	Level 3 qualification in a Construction based area	
	Level 2 in English and Maths or a willingness to achieve within a specified period	
	Prepared to undertake training as necessary and willing to participate in continuing professional development	
		Attended 'Supporting the Learner' training or similar
		Attended customer care training
		Qualification in vocational care
<b>PREVIOUS EXPERIENCE/JOB KNOWLEDGE</b>	Experience of working in a customer-focussed environment	
		Experience of operating quality systems
		Recent experience of working in an educational/learning environment
		Technician and administrative experience
<b>SKILLS</b> (Competencies and Aptitudes)	Demonstrable good written and oral communication skills	
	Ability to work as part of a team	
	Ability to liaise with staff and people at all levels (external and internal)	
	Ability to work without close supervision	
	Ability to work with attention to detail	
	Ability to deal with varied and diverse enquiries with both professionalism and empathy to individual needs	
	Ability to respond positively to change	
<b>OTHER FACTORS/ ADDITIONAL REQUIREMENTS</b>	Flexible and responsive to working hours, patterns and arrangements	
	Commitment to the highest possible levels of health and safety for students, staff and others	
	A proactive approach	
	Commitment to enhancing a	

	supportive framework for learners	
	Commitment to working within a diverse and multicultural learning environment	

