

Post Title	Construction Technician
Location	Craven College, Skipton (Multi Site)
Rate of pay	APT& C Scale 3 (Points 15 – 17) £16,662 - £17,216 per annum)
Hours	18.5 hours per week
Responsible to	Head of School – Service and Construction Industries
Special Conditions	<p>Some evenings or weekends may be required in line with the needs of the College</p> <p>A full enhanced disclosure via the Disclosure and Barring Service (DBS) will be required for this post</p>
Closing Date	Monday 18 March 2019 - midday
Interview Date	TBC
Post No.	B89

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Lindsay Smith (Human Resources Assistant) lsmith@craven-college.ac.uk

MAIN JOB PURPOSE

To assist with the preparation of equipment and resources to support the delivery of the curriculum at the Centre for Construction; maintaining, organising and servicing fixed plant/machinery/tools and equipment; and to provide an efficient and effective support service in the practical workshops and assessment areas, in particular joinery, but also to support with other construction trades.

KEY DUTIES AND RESPONSIBILITIES

- The job description is a guide to the duties you will be expected to perform. These may change in the future in line with the strategic direction and development of the College.
- To prepare workshop tools and equipment ready for practical sessions;
- To prepare wood request prior to practical sessions as requested in advance by the tutors;
- To assist with the security and storage of instruments and equipment, assisting with the safe transportation of equipment for use within and outside the College;
- To provide technical assistance and support to lecturers when demonstrating practical activities;
- To ensure that workshops, machinery, tools and equipment are maintained and kept safe and tidy, in line with Health and Safety requirements;
- To maintain accurate workshop records and stock control and raise orders for materials and equipment as required;
- To maintain an accurate tool and equipment inventory and implement a replacement and renewal policy in line with College procedures;
- To maintain and organise servicing for mobile and fixed plant, and machinery and to maintain appropriate service records;
- To dispose of waste materials, in accordance with established guidelines;
- To administer and implement risk assessment procedures in conjunction with the Sector leader and head of School and relevant staff in line with Health and Safety requirements;
- To be aware of all Health and Safety requirements and precautions within the practical workshops and assist staff in the implementation of safe procedures and good practice;
- To work as an effective team member within the sector;

- You will be expected to be fully conversant with and implement the College's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To assist with other construction trades in brickwork, plastering, painting & decorating;
- To participate in the College's appraisal scheme and undertake further professional development in line with the needs of the College;
- Any other duties commensurate with grade and status as may reasonably be requested.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Relevant experience of carpentry and use of bench equipment; and/ or other construction trades e.g. brickwork, plastering, painting & decorating;
- Knowledge of building materials and disposal;
- Up to date IT skills to be able to process orders and respond to requests via email;
- Self-motivated and enthusiastic;
- Good interpersonal skills with the ability to communicate at all levels and with young learners;
- Ability to work in a team and with students with a wide range of abilities and needs;
- Ability to work on own initiative;
- Knowledge and experience in relation to stock control and inventory;
- Practical knowledge of Health and Safety legislation and safe practice;
- Ability to work flexibly around the needs of the College;
- Full driving licence and access to an appropriately insured vehicle;
- Qualified First Aider or willing to work towards qualification.

DESIRABLE REQUIREMENTS

- Experience in the Construction Industry;
 - Experience of a range of Construction trades;
 - Forklift licence holder (counter balance);
 - Appropriate industrial certification e.g. Grinding Wheel Regulations.
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