

Job Description

Group Member:		Harrogate College	
Job Title:		Apprentice Technician - Construction	
Reports to:		Programme Manager	
Job Grade	A	Department	Trades and Practical Industries

SPECIFIC ROLE RESPONSIBILITIES:

- Ensure the preparation, delivery and setting up of all equipment (where necessary) for use by staff and students including related paperwork for practical sessions.
 1. Ensure that the joinery, bricklaying and electrical workshops, classrooms and all equipment used are kept clean, tidy and in a safe condition.
 2. Prepare materials for lessons, the joinery department will require wood preparation
- Support Teacher in ensuring that workshops, classrooms and all equipment used are kept clean, tidy and in a safe condition.
- Monitor supplies of stock especially those in frequent use and inform line manager when further supplies are needed.
- Carry out routine and non-routine checking and fault investigation of all commonly used equipment and report to line manager in cases where replacements/further investigation might be required.
- Be responsible for the safe storage of equipment and materials. Understanding of the correct disposal of waste and hazardous materials, according to the relevant regulations guidelines and school procedures and in line with Health and Safety good practice.
- Consult teachers and line manager for guidance on practicals in which known hazardous materials are to be used or uncommon usage is requested.
- Provision of higher level practical resources in which a greater degree of accuracy and expertise is required.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.

- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Apprentice Technician - Construction
Department	Harrogate College - Trades and Practical Industries

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 2 qualification in a relevant subject.	A / C
E	Q2. GCSE English and Maths, grade A* to C or equivalent.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1 Previous experience of working in an educational environment	A / I
D	EK2 Basic First Aid Training	A / I
E	EK3 Experience of working with cutting room equipment and machinery	A / I

D	EK4 Knowledge and understanding of health and safety regulations	I
D	EK5 Familiarity with Joinery, Bricklaying and Electrical processes and specifications	I
D	EK6 Understanding of relevant policies and codes of practice	I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1 Good communication	A / I
E	SC2 Able to work on own initiative and within a team	A / I
E	SC3 Ability to manage resources	I
E	SC4 Able to manage own time effectively	I
E	SC5 Able to work under pressure	I
E	SC6 Proven ability to work creatively and collaboratively, with a minimum of direct supervision	I
E	SC7 Basic ICT skills	A
E	SC8 Willing to self-improve, learn and develop	I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I

E	B5. Commitment to restorative practice approaches	I
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