

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	Counter Technician
Job Title:	Counter Technician
Reports to:	Creative Arts Technical Services Manager
Grade	RLW
Date of compilation:	November 2023

SPECIFIC ROLE RESPONSIBILITIES:

1. Check out equipment to students and staff members and ensure that any reservations are prepared in advance.
2. Maintain the equipment to a high standard to ensure that the equipment is compliant with all relevant Health and Safety Legislation including COSHH regulations.
3. Ensure that any late equipment is dealt with promptly.
4. Describe the use of equipment to students.
5. Monitor the use and repair of equipment.
6. Take payments for consumables and trips.
7. Provide a printing service to students.
8. Monitor stock levels and report to the Creative Arts Technical Services Manager.
9. Maintain and prepare equipment for loan by undertaking daily tasks such as charging batteries, cleaning camera lenses and updating software.
10. Administer the scheduling of bookable rooms.
11. Update software and applications on Creative Art devices.
12. Maintain the labelling and storage of equipment.
13. Support the Technical Services Manager in researching new equipment.
14. Printing student work.

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 our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

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

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Creative Technician
Department	HE Creative Arts

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 criterion 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
D	A relative qualification in Creative Arts	A
D	An IT qualification	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Experience of working in the creative industries	A / I
D	Experience demonstrating specialist techniques to groups of students	A / I
D	Knowledge of Creative Software such as Adobe Suite	A / I
D	Knowledge of Mac OS X and Mac Computers	A / I
D	Experience handling money and taking payments	A / I

D	Knowledge of specialist creative equipment	A / I
D	Experience of identifying issues with equipment	A / I
D	Experience maintaining specialist equipment	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Excellent Organisational Skills	A / I
D	Ability to work in a team or independently	A / I
D	Ability to prioritise work during busy periods	A / I
D	Ability to work to with young people and maintain a positive outlook	A / 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