

Job Description

Group Member:		Leeds City College	
Job Title:		Counter Technician	
Reports to:		Creative Arts Technical Services Manager	
Job Grade	RLW	Department	School of Creative Arts

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 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

Ownership

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

Enjoyment

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

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

Creative

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

Person Specification

Job Title:	Counter Technician
Department	School of 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 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. A relative qualification in Creative Arts	A
D	Q2. An IT qualification	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Experience of working in the creative industries	A / I
D	EK2. Experience of troubleshooting and carrying out basic maintenance and firmware upgrades	A / I
D	EK3. Knowledge of Grip, Lighting and sound equipment	A / I
D	EK4. Knowledge of Mac OS, IpadOS	A / I

D	EK5. Experience of using a booking system to loan equipment	A / I
D	EK6. Knowledge of Creative Apps	A / I
D	EK7. Experience of using Google Apps	A / I
D	EK8. Experience of Photo Printing	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	SC1. Excellent Organisational Skills	A / I
D	SC2. Ability to work in a team or independently	A / I
D	SC3. Ability to prioritise work during busy periods	A / I
D	SC4. 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