

Job Description

Group Member:		Harrogate College	
Job Title:		Technician	
Reports to:		Programme Manager	
Job Grade	RLW	Department	Motor Vehicle

SPECIFIC ROLE RESPONSIBILITIES:

- Ensure the preparation, delivery and setting up of all practical equipment and workspaces (where necessary) for use by staff and students including related paperwork for practical sessions.
 1. Ensure that our Motor Vehicle workshops and all equipment used are kept clean, tidy and in a safe, functional condition.
 2. Prepare materials for lessons, setting up necessary cars and faults to support learning.
- Support learning in practical environments, assisting the teacher and leading groups to develop skills and ensure safety protocols are strictly followed.
- 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.
- Monitor supplies of stock especially those in frequent use and inform line manager when further supplies are needed.
- 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.
- 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 relational 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:	Technician
Department	Motor Vehicle

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 the Motor Vehicle sector	A / C
D	Q2. IT qualification	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
E	EK2. Professional expertise in the Motor Vehicle sector	A / I
D	EK3. Knowledge and experience of school science and current regulations regarding safe working practice	A / I
D	EK4. Experience demonstrating specialist techniques to groups of students	I
D	EK5. Basic First Aid Training	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 relational practice approaches	I