

### Apprentice Technician - Support

<b>Responsible to:</b>	Curriculum Manager
<b>Responsible for:</b>	N/A
<b>Grade of post:</b>	Apprentice
<b>Hours of work:</b>	37
<b>Work location:</b>	Cannock campus
<b>Code:</b>	HR2122-144

#### Job Purpose:

To provide a safe working environment for learners and Staff, ensuring all health and safety systems and procedures are up to date and followed, ensuring machinery and equipment is maintained and safe.

To provide a quality working area to learners and to provide a safe environment and to assist, when required, to ensure an understanding of the knowledge and theory necessary for the successful completion of qualifications to the relevant awarding body standards.

#### Key Duties & Responsibilities

1. Provide a safe working environment for learners and staff, ensuring compliance with all health and safety systems and procedures and ensuring the Workshop is maintained to a high level
2. Undertake planned maintenance on equipment and facilities.
3. Undertake timely Preparation and Development of equipment and materials for student and lecturer use.
4. Assist in and assess demonstrations of practical and project work
5. Assist with materials and equipment inventory and the development of new facilities.
6. Assist in the delivery of induction, comprehensive initial assessments and progress reviews with learners using SMART objectives to ensure timely achievement of qualifications
7. Contribution to standardisation of delivery.
8. Deliver training where necessary to small groups and individuals to provide underpinning knowledge required for learners to succeed.

9. Support achievement in curriculum, participate in quality review process in order to improve and develop programmes including the learner and employer surveys.

10. Ensure that professional training to keep the occupational competency is kept up to date

11. Ensure attendance at College open days, parent’s evenings, and recruitment events

**Other Duties and Responsibilities**

- To carry out all duties in accordance with the College’s Health and Safety policies and procedures.
- To carry out any other duties as directed by your Line Manager.
- This role may fall into our lone working arrangements if so this will be confirmed by your manager.

**Safeguarding**

The College is committed to safeguarding and protecting the welfare of learners and expects all who work with or on behalf of the College to share this commitment. All roles within the College therefore are subject to DBS regulations.

**PERSON SPECIFICATION**

<b>Education/Qualifications</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
<ul style="list-style-type: none"> <li>• GCSE GRADE 4 IN MATHS</li> </ul>	<b>X</b>	<b>X</b>	
<i>Desirable:</i>			
<ul style="list-style-type: none"> <li>• GCSE GRADE 5 OR ABOVE</li> <li>• First-aid certificate</li> </ul>	<b>X</b> <b>X</b>	<b>X</b> <b>X</b>	
<b>Knowledge and experience</b>			
<i>Essential:</i>			
<ul style="list-style-type: none"> <li>• Proven record of good attendance at school or college</li> </ul>	<b>X</b>	<b>X</b>	
<b>Technical Skills</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
<ul style="list-style-type: none"> <li>• Knowledge of IT windows based systems.</li> <li>• Knowledge of current health &amp; safety practices to be adhered to in a Workshop environment</li> <li>• Strong customer focus – able to articulate when the learner has been put at the centre of all activities</li> </ul>	<b>X</b> <b>X</b> <b>X</b>	<b>X</b> <b>X</b> <b>X</b>	<b>X</b>
<b>Personal/Behavioural Attributes</b>			

<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
• Good interpersonal and communication skills (written and verbal)	<b>X</b>	<b>X</b>	
• Able to work flexibly as part of a team and use own initiative	<b>X</b>	<b>X</b>	
• Excellent organizational and planning skills	<b>X</b>	<b>X</b>	
• Ability to priorities and work to deadlines	<b>X</b>	<b>X</b>	
<i>Desirable:</i>			
• Demonstrable track record of external clubs or groups	<b>X</b>	<b>X</b>	
<b>Other Requirements</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
• Clean enhanced DBS check	<b>X</b>	<b>X</b>	
<b>Safety Critical Role</b> <b>Subject to Enhanced DBS</b>			

**S/L = Short Listing    I= Interview    A=Assessment**

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