

**Hourly paid Technician- Engineering and Welding****Ref 11-068****Salary £9.61-£10.50 per hour**

We require a Technician to work in the Engineering department to provide cover on an ad hoc basis, this will include working on a Saturday. You will maintain an effective stock control system of materials and be responsible for ordering equipment. This role will involve providing assistance to teaching staff and students, ensuring the promotion of safe working practices. You will ensure that all equipment is kept in a safe and operational state and maintain appropriate records of this..

You will have recent practical industrial experience within the Engineering trade and an awareness of Health and Safety at work. You will have good level of education and a minimum of an NVQ level 2, or equivalent in Engineering.

A job description and application form can be obtained from our website:

[www.colchester.ac.uk/jobs](http://www.colchester.ac.uk/jobs)

Applications, by CV if preferred, should be emailed to [jobline@colchester.ac.uk](mailto:jobline@colchester.ac.uk)

### Vacancy Information

<b>Technician-</b>	<b>Part-Time– Engineering (Hourly paid)</b>
<b>Job ref:</b>	<b>11-068</b>
Hours	Ad hoc hours to include coverage on a Saturday
Salary	£9.61-£10.50 per hour
Location	Colchester
To apply:	Please complete and return the enclosed application form, or send in your CV with covering letter if preferred, by email to <a href="mailto:jobline@colchester.ac.uk">jobline@colchester.ac.uk</a> or by post to Natalie Medland, HR Department, Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL. In either case, or if you have already sent in your CV, we would be grateful if you could complete and return the enclosed equal opportunities monitoring form.

### **Additional Information**

***Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***This post is exempt from the Rehabilitation of Offenders Act 1974. You must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings. If you are offered the post we will need to obtain a satisfactory Criminal Records Bureau Disclosure for you.***

The College places a strong emphasis on recruiting high quality staff and on supporting continuing professional development for all staff to ensure that they are effective in providing high standards of teaching and learning and in putting customers first.

**Candidates applying via email will not receive hard copy information by post and are therefore recommended to visit our website [www.colchester.ac.uk](http://www.colchester.ac.uk) to obtain further details about the College**

COLCHESTER INSTITUTE

**JOB DESCRIPTION**

<b>Job Title:</b>	Technician – Engineering and Welding
<b>Location</b>	Colchester, Sheepen Road
<b>Grade:</b>	Scale 4, points 15-18
<b>Hours of Work</b>	<b>Ad Hoc hours to include coverage on a Saturday</b>
<b>Reports to:</b>	Technician Supervisor.

**Overall Responsibilities:**

To ensure that workshops are maintained in a safe operational state, that all teaching and learning related materials are prepared in a timely manner and that appropriate stock levels are maintained.

**Main Duties:**

1. All materials needed by teaching staff and students are prepared in a timely, effective and efficient manner.
2. All equipment is kept in an operational and safe state with relevant records maintained.
3. Report faulty equipment in the area and conduct small repairs.
4. Maintain an effective stock control system of materials and consumables and request orders for stock/materials/equipment.
5. Maintain working areas to the required standard of cleanliness and order.
6. Ensure good health and safety practices by adhering to Health & Safety at Work Regulations, local area codes of practices and all other H&S policies required by technical services and the College, and promote and develop safe working practices.
7. Assistance to teaching staff and students with student work and equipment.
8. Provide demonstrations/assistance to students in the absence of the lecturer.
9. Undertake small administrative tasks that are relevant to the work area.
10. Assistance in the development of work projects and exercises
11. Work to promote and apply the College's Safeguarding and Child Protection Policy and practices.

12. Work to promote Equality and Diversity in all aspects of the role including eliminating bullying and harassment.
13. The provision of assistance & support to the Technical Services Team
14. The post-holder is also required to undertake such other duties as may be required by or on behalf of Colchester Institute provided that they are consistent with the nature of the post.

*This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Colchester Institute.*

**PERSON SPECIFICATION**

**Job Title**                      Technician- Engineering and Welding

	<i><b>Essential</b></i>	<i><b>Desirable</b></i>
<b>Qualifications / Training</b>	NVQ Level 2 (or equivalent) in Engineering	NVQ Level 3 (or equivalent) in Engineering
<b>Knowledge / Experience</b>	<p>Recent practical trade experience in Engineering.</p> <p>Knowledge of ordering and stock control.</p> <p>Awareness of Health and Safety at Work and related issues.</p> <p>Application of information technology</p> <p>An understanding of 'Safeguarding' and its importance within the College.</p> <p>An understanding of Equality and Diversity and its application within a college environment</p>	<p>Welding Experience</p> <p>Tool making experience</p> <p>Experience of working in an Education environment.</p> <p>Experience of using the Microsoft Office suite of applications (e.g. Word, &amp; Outlook)</p>
<b>Skills / Abilities</b>	<p>To have good house-keeping skills</p> <p>Be a flexible team player but also be able to work on own initiative.</p> <p>Have good oral communication skills</p> <p>Possess a 'can do' attitude</p> <p>Possess a willingness to continue to acquire and develop knowledge &amp; skills bases</p> <p>The ability to build and sustain professional relationships with all learners</p> <p>The ability to explain/demonstrate clearly to a range of students</p>	

<b>Special Requirements</b>	Willingness to work flexibly, including evenings and weekends  Willingness to be able to cover shifts at short notice	
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