# JOB DESCRIPTION

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| **Post:** | **Technician (Motor Vehicle Department)** |
| **Responsible to:** | **Faculty Manager** |

**GENERAL**

In order that the best performance and outcomes can be achieved by students and by the college, all

staff will operate and perform within a framework of transparency, respect, and positive challenge; trusting and supporting each other and the teams with whom they work. All staff are expected to be flexible in their approach, corporate, pro-active and responsive to changing demands and responsibilities and passionate about the success of the college. All staff are expected to sign up to the College Mission and Strategic Objectives.

**Job Purpose**

To assist in ensuring the smooth running of the Motor Vehicle Department.

1. **General Duties**
   1. To undertake regular stock control to ensure the cost effective management and use of stock including:

* Ordering
* Goods in
* Stock Control

1.2 To ensure the provision of products and materials for teaching & learning purposes.

1.3 To dispose of waste as appropriate

1.4 To manage, monitor and record the disposal and repair of faulty equipment.

1.5 To manage and maintain Health and Safety across the department including risk assessment and COSHH data.

1.6 To carry out daily, weekly and monthly systematic safety checks on the building and equipment.

1.7 To assist and prepare for internal and external events such as training and community activities for staff and students.

1.8 Maintain and manage general housekeeping within the motor vehicle department.

1.9 Monitor department PPE and ensure it is fit for use.

1.10 To order and distribute student kits/equipment as required.

1.12 To monitor student activities in the workshop as directed by the teaching staff

1.13 To assist students and staff as necessary.

1.14 Undertaking any other duties as may reasonably be required.

As a term of your employment you may be required to undertake such other duties as may be reasonably required of you, commensurate with your grade, at any of the College sites.

### PERSON SPECIFICATION

It is **essential** that the person appointed has:

* Good organisational skills
* Articulate with good communication skills
* Experience of working in the motor vehicle reapir sector
* Good general level of education to at least GCSE/‘O’ Level standard in Maths and English
* IT literate (experience of using Microsoft Office)
* The ability to work on own initiative and as part of a team
* Flexibility in working hours
* Ability to work unsupervised
* Commitment to policy of equal opportunities
* Commitment to the safeguarding and promoting the welfare of young people and vulnerable learners
* Experience of cash handling and managing a small budget
* A full car driving licence

It is **desirable** that the person appointed has:

* A relevant motor vehicle qualification
* Experience of working with young people
* Experience or qualification in Health and Safety practices
* First Aid Certificate
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