

# NEWHAM COLLEGE LONDON

## Job Description:

Job Title	Technician (Science)
Department	Construction, Engineering and Green Technologies
Grade	Grade 4
Scale	Scale 18 – 21
Contract	Permanent
Location	Institute of Technology, Canning Town

## Our Vision & Values

*“To develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers. “*

### College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
  - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
  - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
  - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
  - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
  - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

### Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

### Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and Barred List check.

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## Job Purpose

To assist in the preparation of learning areas for practical work and to supervise and maintain specified areas. To maintain a stock of and to issue consumables to staff in accordance with needs. To install, maintain and repair equipment and facilities.

## Duties and Responsibilities

The main duties for this post are as follows:

1. To assist in the preparation of learning areas for practical work.
2. To have nominated responsibility for the supervision, and maintenance of specified areas.
3. Issue consumables and resources to staff and students in accordance with faculty/divisional policy.
4. Maintain a stock of consumables in accordance with faculty/divisional needs.
5. Install, maintain, modify and repair as necessary, faculty resources and equipment and facilities.
6. Maintain a record of resources and equipment.
7. Participate, as requested, in the setting up of displays and demonstrations for open days, marketing events and exhibitions.
8. Lift, move and transport equipment and materials when required.
9. Participate in staff training and development programmes.
10. Always conform to the College Health & Safety policy and Codes of Practice.
11. Generally, seek to maintain and, where possible, improve the environment of the College, and always seek to serve the best interests of the College.
12. To keep the working areas, stores, and other teaching areas clean, tidy, safe, and secure in compliance with COSHH regulations and the Health & Safety at Work Act.
13. To undertake other duties as may reasonably be requested from time to time by the line manager, Head of Faculty or Principal.
14. Support College initiatives and aspirations to achieve Net Zero carbon.

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## Person specification:

### Qualifications

- Have a minimum of Grade C in English and Maths GCSE level (Level 2) or equivalent.
- Educated to level 3 in relevant discipline.

### Experience, Knowledge, and Skills:

- Practical knowledge to repair and or modify equipment / resources
- Keep accurate records of equipment / resources
- Use of IT spreadsheets or data base
- Use of technology in teaching areas
- Delivering a high standards of service
- Experience of lifting, moving, and transporting equipment and or materials
- The ability to maintain a high level of confidentiality and show initiative

### Other

- This post is subject to satisfactory references, enhanced DBS check (Disclosure and Barring Service) and health checks and presentation of original qualification certificates.

Review Details	
Job Title	Technician
Date Created	02.12.2023
Date Issued to Employee by Line Manager	
Version	1