



## JOB DESCRIPTION

<b>Post:</b>	<b>Carpentry Technician (Cross campus with a focus on sustainable practice)</b>
<b>Responsible to:</b>	Programme Team Leader
<b>Salary:</b>	37 hours per week, term time, 38 weeks per year £18,735 - £20,615 pro rata (£15,841 - £17,431 per annum) Scale 2/3 Point 14 - 20
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	<p>To actively support students and colleagues by providing technical assistance in the construction area at both Truro and Penwith Campuses.</p> <p>To maintain a clean and safe working environment and ensure that the technical tasks required by the programme area are completed on time.</p> <p>To identify sustainable practices within the construction departments and implement to support staff and students.</p>
<b>Specific Duties:</b>	<p>To machine timber for use by the carpentry staff and students at the Penwith campus.</p> <p>To take responsibility for the smooth operation of the construction workshops and storage facilities</p> <p>To ensure that the Construction environment is clean, tidy and ready for use.</p> <p>To prepare, set up, check and store equipment, stock and learning materials for teaching.</p> <p>To create and maintain a schedule of work.</p> <p>To ensure that all Construction and related equipment is maintained in a safe and satisfactory condition.</p> <p>To be responsible for the inventory and stock control of all relevant equipment and materials</p> <p>To ensure that Health and Safety procedures are adhered to and appropriate records maintained.</p> <p>To establish systems and be responsible for the control of student use of equipment and resources.</p> <p>To carry out basic fault finding, PAT testing and appropriate repairs.</p>



To refer items for external repair in accordance with College procedures.

To carry out administrative duties as required.

To be responsible for the ordering of consumables and new equipment.

To support individual and small groups of students studying in the Programme area.

**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.



All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults



## PERSON SPECIFICATION

# CARPENTRY TECHNICIAN

Ideally, the person appointed will have the following skills and experience:

- A level 2 qualification in a wood trades occupation.
- Relevant experience of working in the construction industry
- Experience of technician duties preferably in an educational environment
- Sound knowledge of health and safety practice relevant to the subject area
- Good administrative and organisational skills
- Good interpersonal skills in dealing with colleagues and students
- A particular interest and ability in practical work

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.