

JOB DESCRIPTION

Post:	Senior Technician – Nursing and Allied Health
Responsible to:	Programme Team Leader – Nursing and Allied Health
Salary:	£22,739 - £25,327 pro rata (£11,369-£12,663 per annum) Scale 4 (Points 21 – 24) Part Time 18.5 hours
Conditions of Service:	Truro and Penwith College conditions of service
Main Purpose of Job:	<p>To organise and oversee the technical work within all areas of Nursing and Allied health and actively support both students and staff through the provision of technical assistance.</p> <p>To ensure that the technical tasks required by the programme area are completed on time.</p>
Specific Duties:	<p>To prepare, maintain, set up and clear equipment and learning materials for teaching.</p> <p>To create and maintain a schedule of work.</p> <p>To ensure that all Nursing and Allied Health equipment is maintained in a safe and satisfactory condition.</p> <p>To be responsible for the inventory and stock control of all relevant equipment.</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 monitor student behaviour in the area.</p> <p>To refer items for external repair in accordance with College procedures.</p>

To be responsible for the ordering of consumables and equipment.

To assume administrative duties as required.

To support individual and small groups of students studying Nursing and Allied Health subjects.

To respond positively to the demands of users of College facilities, to make sure that the rooms are set out as required and technical support provided.

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

SENIOR TECHNICIAN – NURSING AND ALLIED HEALTH

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

- some background in Nursing and Allied Health Practices.
- a particular interest and ability in practical work.
- good administrative and organisational abilities.
- good interpersonal skills in dealing with staff and students.
- Familiar with safe working practices
- the ability to work as part of a team and to use initiative.
- Working in an appropriate role within the education sector

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.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.