

## JOB DESCRIPTION

<b>Post:</b>	Automotive Technician (Penwith)
<b>Responsible to:</b>	Head of Faculty – Occupational Studies
<b>Salary:</b>	£24,454 per annum (£20,677 per annum) Full Time – 37 hours, Term Time Only (38 weeks)
<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 Auto Engineering area.</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>
<b>Specific Duties:</b>	<p>To take responsibility for the smooth operation of the Auto Engineering workshops, technician room, external valet area, etc.</p> <p>To ensure that the Auto Engineering 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 Auto Engineering 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> <p>To refer items for external repair in accordance with College procedures.</p> <p>To carry out administrative duties as required.</p> <p>To be responsible for the ordering of consumables and new equipment.</p>

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## **General Requirements:**

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

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 always maintain the highest standards of professional behaviour (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

### Automotive Technician (Penwith)

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

- Experience of the Automotive Industry
- Experience of Technician duties/Education sector
- 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
- Level 2 in Automotive Engineering or similar

Desirable

- L2 Risk assessment, Health & Safety and COSHH training, willingness to work toward and training will be provided

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 are committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

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## 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.