



**Unlock Your
Potential:
Join us at
Bolton College!**

Part of the University of Bolton Group



Technician

Construction, Skills Technical

(Carpentry & Joinery)





Dear Applicant

Thank you for expressing an interest in the position of **Technician** at Bolton College. On behalf of the College, I am delighted to provide the enclosed information about the role.

You might now be asking...Why Bolton College? Well here at the College, diversity isn't just embraced – it's celebrated. Our vibrant culture thrives on the unique perspectives each individual brings, and our dedicated staff are fully invested in every learner's journey toward success. Situated conveniently alongside the University of Bolton in the town centre, we pave the way for seamless progression pathways for our students. Offering an extensive array of courses tailored for young people, adult learners, apprentices, and those pursuing higher education, we take immense pride in our inclusive educational ethos. With a warm, supportive atmosphere, we're more than just a college – we're a close-knit community committed to nurturing growth and fostering a sense of belonging.

At the heart of our College lies the exceptional talent and dedication of our staff. Our commitment to fostering an inclusive workplace not only nurtures our employees but also serves as a catalyst for their success, empowering them to excel within their roles. At the College, we firmly believe in cultivating the potential of our staff.

Following the College becoming part of the wider University of Bolton Group, a 'fee waiver' policy has been successfully embedded. This policy encourages our staff members to pursue further qualifications without financial barriers. It's an incredible opportunity for our team to advance their skills and aspirations, while also allowing us as an employer to invest in and retain our talented staff members.

If you share our values and want to be part of a great team then we would love to hear from you. You can find out lots more about Bolton College via our website www.boltoncollege.ac.uk

If you have any queries or require help in completing the application form please do not hesitate to contact us. We look forward to receiving your completed application.

A handwritten signature in black ink, appearing to read "S. Bury".

Sue Bury
Human Resources Manager



Technician – Construction, Skills Technical (Carpentry & Joinery)
37 Hours per week
£23,417 - £24,422 per annum

As a Technician, you will work as directed to provide basic / routine level technician support for lecturing staff and students in the Construction department. Part of this role will be to support the commitment to the high standards of Health and Safety, which includes termly audits in the area

Ideally you will have:

- Previous experience in Carpentry & Joinery
- Enthusiasm, commitment and drive to contribute to the continued success of the College
- Minimum Level 2 or equivalent qualification in Carpentry & Joinery

Day to day you will be responsible for:

- Assembling, issuing and maintaining materials
- Maintaining an efficient stock control and security system
- Ensuring adequate equipment and consumables for all sessions are available by issuing a variety of stock and equipment to lecturers and students
- Supporting students and staff within all sessions with provisions of resources including basic construction/preparation of materials, solutions, stock and equipment etc.

In return we offer an attractive benefits package that includes a competitive salary, 28 days annual leave plus Bank Holidays rising to 33 days plus Bank Holidays after 5 years service, a 24/7 Employee Assistance Programme, enticing discounts on retail, leisure activities, and dining, as well as development opportunities and free parking.

You will also receive additional leave over Christmas when we have a Christmas closure and you will be eligible to join the Greater Manchester Pension Scheme.

An application pack can be downloaded from our website by accessing <https://careers.boltoncollege.ac.uk/> or by email request to personnel@boltoncc.ac.uk

Closing date: 6th November 2024
Interview date: 15th November 2024
Job Ref: 026-25



JOB DESCRIPTION

JOB TITLE: TECHNICIAN

Sector/Section: Skills Technical

Grade: Support Scale 4

Directly responsible to: Curriculum Leader

PURPOSE OF JOB:

Working as directed to provide woodworking machined timber and basic/routine level technician support for lecturing staff and students in the areas of Carpentry & Joinery. Prepare rough sawn timber via the use of Wood Working machines for use by teaching staff and students.

MAIN RESPONSIBILITIES AND DUTIES TO THE POST:

1. Assembling, issuing and maintaining materials and equipment as required
2. Check, clean and tidy work areas after classes.
3. Unpack/checking/storing deliveries of stock and equipment
4. Ordering and receiving deliveries of stock and equipment.
5. Maintain an efficient stock control and security system including:
 - Stocktake on a daily basis, maintain security of stock and equipment and support the re-ordering of stock requirements.
 - Maintenance of client records, where appropriate, both manually and computerised.
 - Maintain inventory of equipment and reporting deficiencies to Head of Area.
6. Ensure adequate equipment and consumables for all sessions are available by issuing a variety of stock and equipment to lecturers and students.
7. Organise maintenance of all equipment and machinery as necessary.
8. Maintain paper learning resources and control their allocation and storage.
9. Supporting students and staff within all sessions with provisions of resources including basic construction/preparation of materials, solutions, stock and equipment etc.
10. Advising and instructing students on safe use of materials and equipment when appropriate.

11. Assistance with the movement, transportation and setting up of equipment and display materials as required.
12. Support to be provided at all workshop sessions.
13. To be responsible for the photocopying of paper resources, taking them to Reprographics and returning them to the appropriate staff member.
14. Support regulations, risk assessment and other safety related matters.
15. Organise lockers and issuing of tools and equipment, where appropriate.
16. Promotion of the adherence to the college's policy relating to Health and Safety at work COSHH.
17. Maintain contact with manufacturers and collate literature from industry to maintain current industrial standards.
18. Any other duties commensurate with the skills, knowledge and experience of the post holder as may be required from time to time by the College.
19. The post holder may be required in pursuance of their duties to perform services not only for the Corporation but also for any subsidiary. The post holder will be expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.
20. The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
21. Undertake staff development activities that support personal development and the changing needs of the college and its environment.
22. In carrying out their duties the appointee must comply with the College's Health and Safety policy and associated procedures.
23. To work weekends and evenings as required.
24. Be fully aware and comply with College's Equality policy.
25. To be committed to customer care at all times.
26. Promote and market the College positively and professionally at all times through formal and informal locations.
27. Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment
28. The post holder will demonstrate a clear understanding and commitment to the College values and ethos identified within the Strategic framework

Place of Work

The principal place of work for the post will be the College's premises at the Deane Road Centre. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provide services.

Working Hours

You will be expected to work 37 hours per week. Your pattern of work may vary from time to time. In normal circumstances where you work beyond your contracted hours, time off in lieu may be given or overtime may be payable. For full-time positions (37) overtime on any day other than Sunday or a general or public holiday will be paid at time and a half. For part-time positions overtime will be paid at plain time until the 37 hours is exceeded when time and a half will be paid. For overtime on a Sunday or Bank Holiday, payment will be at double time.

Holidays are to be taken at times agreed with the line manager to suit the needs of the section.

Training

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post holder may therefore, at the discretion of the management, be required to undertake training and development appropriate to present and future needs of the College.

All support staff will be required to participate in an annual staff development review.

The post holder will have access to a variety of chemicals so Health & Safety is a priority in this role.

Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be on a probationary period, during which the suitability of the post holder will be assessed. The Corporation reserves the right to extend the probationary period if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving one month's written notice. The Corporation's Disciplinary Procedure will not apply during the probationary period.

Appraisal

In the interests of health and safety, smoking is not permitted in Bolton College.

Job Description Prepared By : Head of Area

DATE : September 2023



PERSON SPECIFICATION

POST	Technician	DEPT	SKILLS TECHNICAL CARPENTRY & JOINERY
GRADE	4	REF NO	026-25

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY APPLICATION (AP) INTERVIEW (I) MICRO TEACH (MT) PRESENTATION (P)
Minimum Level 2 or equivalent qualification in Carpentry & Joinery	E	AP/I
Prepared to undertake training as necessary and willing to participate in continuing professional development	E	AP/I
English and Maths Level 2 or equivalent	E	AP/I
First Aid qualification	D	AP/I
RELEVANT EXPERIENCE		
Experience of working in a customer-focussed environment	E	AP/I
Experience of working in the curriculum area specialism	E	AP/I
Experience of using a range of computer packages including Word, Excel and E-Mail	E	AP/I
Competent and Experienced in the use of Wood Working Machines	D	AP/I
Experience of operating quality systems / stock control	D	AP/I
Experience of working in an educational/ learning environment	D	AP/I
Technician and administrative experience	D	AP/I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		
Ability to work as part of a team	E	AP/I

Ability to liaise with staff and people at all levels (external and internal)	E	AP/I
Ability to work without close supervision	E	AP/I
Ability to work with attention to detail	E	AP/I
Ability to deal with varied and diverse enquiries with both professionalism and empathy to individual needs	E	AP/I
Ability to undertake stock control	E	AP/I
Ability to organise materials, equipment and resources	E	AP/I
Knowledge of health and safety issues in connection with relevant area / specialism	E	AP/I
Ability to work independently and use initiative when dealing with requests	E	AP/I
Ability to prioritise and organise time effectively and work positively to requests made at short notice	E	AP/I
SPECIAL REQUIREMENTS		
Good written and oral communication skills	E	AP/I
Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	AP/I
Flexible and responsive to working hours, patterns and arrangements in order to meet the needs of the business	E	AP/I
Commitment to enhancing a supportive framework for learners	E	AP/I
Commitment to the principles of valuing diversity and equal opportunities.	E	AP/I