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| **Workshop Manager /Senior Technician** |

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| **Reporting To:** | Curriculum Manager, Engineering |
| **Working Hours:** | Full time (37.5 hours per week) |
| **Salary:** | £ 23,392 to £27,221 (Scale Point 20-25) |
| **Position Code:** | PC S5 |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

In liaison with the Curriculum manager & workshop team, manage & maintain the College’s Workshops, machinery and engineering equipment to a high and safe standard in order to support the provision of high quality teaching and learning.

**Duties and Responsibilities of the Job**

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| 1. Manage & Maintain the Engineering, Metalsmithing and Motor Vehicle workshops to be safe and tidy and operate in a professional manner at all times in liaison with the Curriculum Manager - Engineering. This also includes the “driving area” Telehandler delivery area and other external work spaces associated with the division. 2. Manage the divisional budget to include purchasing of teaching supplies, equipment, maintenance and repair items and the allocation of these resources. To obtain quotes for and purchase capital budget items e.g. Workshop development. Also materials costing of short courses e.g. welding materials. 3. In liaison with the curriculum manager prepare an annual resource requirement plan to facilitate programme delivery. 4. Manage and maintain department Audits, Inventories, Maintenance service repair records, to include provision of equipment and resources booking for all faculties and short courses utilising workshops facilities. 5. Manage and maintain Health and safety within the workshops to include records, documentation, inspections, examination and test reports and safety audits for the workshops, including Risk assessments, COSHH, LEV. First aid facilities, New staff safety inductions. New equipment safety inductions and hosting safety inspections 6. Line manage daily work activities of 2 x Technicians and an engineering apprentice as required. 7. Manage the maintenance and repair & development of all teaching equipment in the divisions workshops and motor vehicle practical areas & arrange assistance with machinery / safety related issues for other divisions cross-college as required. 8. Organise and assist in the preparation of resources for practical sessions and evening classes in liaison with the relevant members of staff for all areas within the machinery workshops 9. Provide all appropriate operators /repair manuals, technical resources & maintain an equipment repair log so that work and repairs can be prioritised as necessary. 10. Oversee / manage planned development projects & link with outside contractors. 11. Participate as a member of programme teams, attending meetings as required. 12. Undertake and participate in programme reviews in line with the College quality assurance guidelines. 13. Participate in marketing and promotional activities on behalf of the College, as required. 14. Maintain effective communications with other staff, including attendance at departmental and staff meetings as required. 15. Participate in an annual appraisal of performance as laid down in the agreed guidelines. 16. Undertake staff development appropriate to the needs of the College, department and that identified by the appraisal process. 17. Undertake any other reasonable duties from time to time as requested by the Principal, Head of Faculty, or Senior Management. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| 1. Minimum Level 2 in literacy and numeracy |
| 1. The ability to work flexibly as part of a team or individually |
| 1. Excellent communication and organisational skills |
| 1. Excellent record keeping skills |
| 1. An understanding of data protection and confidentiality |
| 1. The ability to use IT, familiarity with Windows applications and Microsoft Office |
| 1. Work with the team and key reports to ensure that On Time Delivery is met to the planned delivery dates to our customers/staff/learners |
| 1. Create weekly/monthly/quarterly reports to ensure that the curriculum manager is kept up to date with all information. |
| 1. Full workshop budget responsibility, reducing costs whilst maxmising efficiencies without compromising quality and standards |
| 1. Contribute to the overall business strategy whilst maintaining a collaborative relationship with other departmental managers; Sales and Finance |
| 1. Be responsible for all health and safety within the workshops and surrounding areas of work within machinery department. |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal