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| **Workshop Supervisor** |

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| **Reporting To:** | Workshop Manager |
| **Working Hours:** | Full time (37.5 hours per week) |
| **Salary:** | £25,829 - £29,762 |
| **Position Code:** | PC S4 (points 17-22) |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

In liaison with the Workshop Manager, take day to day responsibility for the supervision and maintenance of the college’s workshops, machinery and engineering equipment to ensure safe working practices are adhered to at all times, in support of the provision of high-quality teaching and learning, maintaining a focus on student experience at all times.

**Duties and Responsibilities of the Job**

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| 1. Manage and maintain department audits, inventories and maintenance service repair records. 2. 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 and first aid facilities. 3. Take day to day responsibility for management of the workshop technicians, carrying out daily briefings at the start and end of the day. Meet with technicians regularly to support their ongoing development and performance in their job roles. Lead on student interns undertaking work experience within the wider team. 4. As directed by the Workshop Manager, ensure that day to day maintenance, repair & development of all teaching equipment is undertaken in a timely manner. 5. Organise and support the preparation of divisional workshop teaching resources for practical lessons, including part time provision, in liaison with relevant staff members. 6. Take direct responsibility for the preparation of Agricultural Engineering workshop teaching resources for practical lessons, including part time provision, in liaison with relevant staff members. 7. Participate in programme team meetings as required, supporting programme reviews, marketing and promotional activities to ensure ongoing support for college quality assurance processes and promotional activity. 8. Ensure that workshops are prepared and presented professionally in support of college promotional events. 9. Maintain effective communications with programme staff, including assisting to ensure that we can support the needs of students. 10. Participate in an annual appraisal of performance as laid down in the agreed guidelines. Check that appraisals are conducted for your team members, and that appropriate support and development is provided to enable them to support the achievement of college objectives. 11. Undertake staff development appropriate to the needs of the College, department and that identified by the appraisal process. 12. Undertake ordering of consumables as instructed, ensuring adherence to budget and college ordering procedures. 13. Maintain efficient management records for machinery, equipment & stores, providing regular updates, and reports as required by the Workshop Manager. 14. Undertake any other reasonable duties from time to time as requested. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are committed to upholding our organisational values, and endeavour to work alongside those who share them.

1. Progressive
2. Enterprising
3. Professional
4. Passionate
5. Supportive

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| **Essential criteria for the post** |
| 1. Strong mechanical engineering background, demonstrating practical working knowledge and experience of a wide range of machinery and equipment. |
| 1. The ideal candidate will hold relevant technical qualifications to Level 2 or above. |
| 1. Minimum Level 2 in literacy and numeracy |
| 1. Demonstrate experience of adhering to administrative procedures and delivering effective record keeping and reporting. |
| 1. Good working knowledge and understanding of health and safety legislation and working practices. |
| 1. The ability to work flexibly as part of a team or individually |
| 1. The ideal candidate will possess prior experience of supervising others. |
| 1. Excellent communication and organisational skills |
| 1. An understanding of data protection and confidentiality |
| 1. The ability to use IT, familiarity with Windows applications and Microsoft Office |

**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