

Person Specification/Job Description

Assessment of role for DBS checks

Regulated Activity Specified Place opportunity for contact with children

DBS Checks required:

Enhanced DBS check Barred List Children Barred List Adult

Job Title: Casual Motor Vehicle Technician – Durham Gateway – Temporary position from September 2020 until June 2021 – 10 hours per week

Responsible to: Director of Pre-16 Learning/Headteacher

Supervisory Responsibility: None

Responsible for: Supporting a range of courses and programmes within Durham Gateway

Objective of the Job: As above

Candidates for the post of Casual Motor Vehicle Technician must possess the following qualities:

| | Essential | Desirable | Where identified |
|-----------------------------|---|---|-------------------------------|
| Qualifications | <p>Safeguarding Level 1 (to be achieved within 6 weeks)</p> <p>Level 2 in Literacy (or willing towards within 2 years)</p> <p>Level 2 in Numeracy (or willing towards within 2 years)</p> <p>Level 2 qualification in a relevant subject area</p> | <p>IT qualification</p> <p>Any Motor vehicle/ Engineering related qualification</p> <p>IT qualification</p> <p>Level 2 Equality & Diversity</p> | Application form |
| Experience | <p>Experience of working within the Motor Vehicle industry/ engineering</p> <p>Carrying out practical tasks in the workplace</p> <p>Stocktaking</p> | <p>Administration.</p> <p>Stock control.</p> | Application form Interview |
| Knowledge and Skills | <p>Effective communication and organisational skills.</p> <p>Health and Safety awareness.</p> <p>Commitment to continuous development of customer service.</p> | <p>Computer literate.</p> | Application form Interview |
| Personal Qualities | <p>Good interpersonal skills.</p> <p>Team member.</p> <p>Commitment to flexibility.</p> | | Interview References |

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Section A • Primary Responsibilities

1 College Strategy

All members of staff have an important role to play in achieving the mission, aims and objectives stated in the College Development Plan.

2 Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers and clients have their needs and expectations identified and fulfilled.

3 Staff Development

It is expected that all members of staff will participate in the College's Staff Development Programme, aimed at maximising staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College.

4 Client Focus

All members of staff are expected to manage and develop their role and responsibilities so as to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5 Overall Responsiveness

Working flexibly, efficiently and in full co-operation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation. Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College. Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6 Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7 Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8 Safeguarding

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All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) Act as support for courses in the relevant area, including setting up equipment and materials and dismantling after use.
- b) Ensuring that realistic stock levels of materials, tools, equipment and consumables are maintained and recorded.
- c) Contribute to the creation and implementation of a code of conduct for students and staff, who use the area.
- d) Supervise and monitor clients/ students.
- e) Liaise with external suppliers.
- f) Support other areas, as required.
- g) Supervise/ maintain all equipment, materials and premises in relation to Health and Safety.
- h) Be responsible for customer satisfaction with regard to any semi-commercial service proposed.
- i) Support the work of colleagues and carry out other duties, as directed by the line manager.
- j) From time to time be available to work outside the normal timetable with adequate notice from the line manager.
- k) Any other duties as requested by the line manager and commensurate with the post.

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality and Diversity Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

July 2020

Name:.....

Signature.....

Date.....

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