

Job description: Technician - Jewellery and Glass

Status	Permanent
Base	Waterloo Centre 61 Westminster Bridge Road Site
Grade	APT&C salary scale points 19 – 24
Salary	Circa £25,213 pro rata <i>It is our policy to normally appoint at the bottom of the salary scale</i>
Hours of work (per week)	21.6 hours per week x 36 weeks (0.48493 Fraction - Term time only)
Reports to	Helen Smith – Programme Area Manager – Jewellery and Glass
Manager to	<i>No management responsibility</i>

ROLE PURPOSE

This role provides comprehensive technical support service to the Jewellery and Glass Section at Morley College Waterloo. This Programme Area is highly successful, with robust enrolments and the studio is in intensive use 6 days a week and evenings.

The day-to-day purpose of the role will be to maintain the smooth running of the jewellery and glass studios, ordering equipment and materials for our courses and maintaining positive and regular communication with the programme manager, teaching staff, the premises team and other departments in the college. Ensuring all plant and equipment and good housekeeping practice is followed throughout the workshop spaces. Health and Safety procedures and the maintenance of COSHH and risk assessment documentation are also an important aspect of this role.

The postholder will work as part of the Morley College Visual Art Department reporting to the Programme Manager, and liaising regularly with teaching staff, students, academic administrators and others as the need arises.

The role is to work three days per week –21.6 hours during term time only.

MAIN ACCOUNTABILITIES

1. Carry out Technician duties as required over 2.5 days per week during term time (36 weeks a year)
2. Implement health & safety procedures in line with the College's policies on health & safety (via the College's Premises Manager) and equality and diversity. Maintain up-to-date knowledge of COSHH including risk assessments to HSE regulations.
3. Participate in the maintenance of the equipment and plant including signage, cleaning, testing, booking in regular servicing, repairing, designing, constructing, fabricating and modifying where applicable.
4. Maintaining studios to be ready for learning and teaching by, weekly studio maintenance essential to health and safety and undertaking thorough studio deep-clean at the end of every term in liaison with PAM
5. Write orders and maintain material stock levels, collect and check goods received on arrival for quality and specification, and match delivery notes and invoices with original orders. Communicate with suppliers and the finance section to support the purchasing of materials, technical repair & maintenance of work in the Jewellery Section.
6. Maintain communication systems to update users of the studio on equipment, repairs, supplier's information etc.
7. Where applicable offer lecturers and students technical advice and guidance, and carry out induction on safe working practices including use of tools, materials, the purpose and use of protective clothing, storage and general studio protocol.
8. Consult regularly with the Programme Manager on daily duties and in the first instance on layout and any reorganising of equipment, plant, storage features and signage that may be necessary from time to time.
9. Liaise with the College's Premises Manager in relation to safety matters, deliveries, specialist cleaning, repairs and renovations etc, attending health & safety meetings as necessary.
10. Assist students, lecturers, PAM and Gallery staff when exhibiting work for display.

Other

11. Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times in order to ensure that the agreed procedures are carried out to maintain a safe environment for staff and students and visitors.
12. An understanding of and desire to implement the College's Equality Policies.
13. To be committed to own continuous professional development to keep up to date professionally and take responsibility for own professional development.
14. To undertake such other duties as may be required from time to time by the College that are within the level and responsibility appropriate to the grade of the post.

GENERAL COLLEGE RESPONSIBILITIES

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for, and come into contact with.

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

You will be working as part of the Morley College Visual Art Department working closely with the Programme Manager, teaching staff, students and others as the need arises.

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title:	Jewellery and Glass Technician at Morley College Waterloo
Essential Criteria:	
<ul style="list-style-type: none">• Degree, diploma or relevant professional qualification of equivalent standard• Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post• Current industry based qualifications – e.g. Health & Safety in the Workshop or a willingness to gain such qualifications• A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount• Awareness of and commitment to the College's Equality Policies• Previous experience and proven knowledge of jewellery technology, technical maintenance, servicing and safe working practices applicable to Jewellery and glass• Good numeracy skills with the ability to create and maintain stock control procedures, the ordering of goods, and managing a devolved budget, including the purchasing of items on petty cash and liaison with college financial staff• Keyboard skills and experience of using computers including word-processing (MS Word), Spreadsheets (MS Excel), design-based packages e.g. Photoshop and the Internet• Administrative competence, good organisational skills, the ability to work to short deadlines and prioritise own workload	

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| <ul style="list-style-type: none">• Ability to communicate effectively both in writing and orally with lecturers, staff, students, and external agencies• Ability and experience of working and contributing in a team environment• Prepared to work in a flexible way that could include early mornings, evenings and weekends and be able to travel between college sites, and those of external agencies |
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Desirable Criteria

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| <ul style="list-style-type: none">• Current recognised First Aid Certificate or a willingness to gain such training• Experience of working with adults in an educational environment• A current clean driving license desirable |
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