

Job description: Technician - Glass (0.474 FTE)

Status	Permanent – Term Time Only
Base	North Kensington Centre Post holder may be required to work across College sites and at other locations.
Salary	<i>Circa £11,950.96 TTO pro rated based on £25,213 FTE incl LWA</i>
Hours of work (per week)	20 Hours (36 weeks a year)
Reports to	Programme Area Manager for Music & Creative Arts
Manager to	<i>No management responsibility</i>

ROLE PURPOSE

This role provides comprehensive technical support service at Morley College London, North Kensington Centre

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 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 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.

MAIN ACCOUNTABILITIES

1. Carry out Technician duties as required 20 hours 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 Glass 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.
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.

GENERAL COLLEGE RESPONSIBILITIES

- All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:

- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with
- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation
- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, "can do" and solution focused approach , supporting our students and customers and maintaining Morley's reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field
- **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:	Glass Technician
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 Glass technology, technical maintenance, servicing and safe working practices applicable to 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• 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	
Desirable Criteria	
<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	