

#TRANSFORMINGLIVES

Recruitment Pack

CBE Workshop Technician





Welcome and thank you for accessing this recruitment information pack.

Hartlepool College of Further Education is an exceptional college and we can trace our history back to 1849 – we are 175 years old. In this time the College has built up a reputation as one of the country's leading providers of vocational and technical education and this has afforded us the opportunity to deliver our mission – Excellence in further and higher education to transform students' lives.

Staff are aware of the College's history and that is incumbent on us, as the current custodians of the College, to do all we can to ensure the foundations are laid for the next 175 years – and beyond.

Times are exciting for the College with opportunities for further growth and development. Currently, we have £7m of investment coming into the College from a wide variety of sources including two Town Deal projects with partner organisations.

We moved into our current premises in 2011 and sit in an environment, which is high on aspiration and a source of civic pride, helps us drive the high expectations we have of all our students. High expectations and standards of behaviour are also expected of all staff as the College embraces a culture of improvement, growth and development.

The College's curriculum is closely linked to the strategic economic priorities of the Tees Valley Combined Authority and North East Combined Authority. We are proud of the work we do and feedback from students and employers is both a source of satisfaction and growth potential.

Thank you once again for visiting this site and in this recruitment pack you will find information related to:

- The job description and person specification.
- The College's approach to recruiting ex-offenders.
- Reasons to work at the College
- The College's mission, expectations and behaviours



Darren Hankey,
Principal and Chief Executive,
Hartlepool College of Further Education



Job Description:

Post Title: CBE Workshop Technician

Reporting To: Head of School - CBE

Salary: Up to £25,479.92 per annum

Hours: Full time, 37 hours per week

Holidays: 29 days + bank holidays

The Specific Nature of the Role

As part of the school of Construction and the Built Environment, the focus of this role is to ensure the smooth operation of skills academy sessions. This will include assisting instructors and teaching staff in maintaining current high of conduct, personal safety, PPE and general appearance of the College's student training facilities. The construction workshop consists of, carpentry, electrical, plumbing, heating and ventilation and decorating. Excellent verbal and written communication are also important, and the post-holder is expected to work effectively both independently and as part of a team and embrace the College's RESPECT values.

Main Duties and Responsibilities

- Working with instructors and teaching staff to ensure the safe delivery of teaching sessions in the skills academy
- Performing general housekeeping tasks in stores/workshop areas
- Maintain an orderly and professional stores environment
- Maintaining stores and asset inventories, performing stocktaking duties
- Preparing stock and equipment for lessons in a timely manner
- Performing basic clerical, ordering and telephone tasks
- Undertaking general and planned maintenance as required
- Assisting teaching staff where required, especially to deliver effective health and safety
- Carry out basic repair/maintenance of tools and equipment
- Support with recycling and scrap removal
- Empty extraction system
- Support the College's 5S values and work with the team to ensure workshop cleanliness
- Embrace the College's RESPECT values
- Promote and implement the policies of the corporation to ensure the efficient operation of the business and the welfare and interests of its students and employees commensurate with the grade of the post
- Using college vehicles to collect goods or recycle waste as and when required
- Perform such duties consistent with the position as may be required by the Principal from time to time.



Person Specification:

Post Title: CBE Workshop Technician

It is expected that the successful candidate will be able to meet the following criteria:

| Criteria | Essential (E) or Desirable (D) | Where assessed |
|---|--------------------------------|----------------|
| 1. Fit in with the College's behaviour expectations and ethos | E | i, ii and iii |
| 2. Holds a NVQ Level 3 or relevant industry experience | D | i |
| 3. Educated to GCSE grade C/4 in Maths and English or equivalent | D | i |
| 4. Possess stores experience | D | i |
| 5. Is qualified in first aid | D | i |
| 6. Is willing to undertake education and training appropriate to the post | D | iii |
| 7. Has excellent communication skills, enjoys working in a busy supportive team and is able to relate well to staff at all levels in the organisation as well as young people | E | i, ii and iii |
| 8. Is IT competent | E | i, ii and iii |
| 9. Be able to work professionally and courteously with young and mature students | E | i |
| 10. Demonstrate initiative and the ability to work independently | E | ii and iii |

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview