



## JOB DESCRIPTION

**Job Title:** Technical Support Officer

**Responsible to:** Curriculum Leader

**Salary:** Scale 2 Points 14 - 16

### 1. Job Purpose

- 1.1 As a member of a team facilitate high quality learning through the support of students.
- 1.2 Provide physical, technical and administrative support within the work area.

### 2. Key Responsibilities

- 2.1 Provide instruction and demonstration to a diverse range of students, including the supervision of students on approved equipment under the guidance of a Teacher.
- 2.2 Undertake activity to ensure the workshops are kept in a safe and tidy condition. This duty may include daily checks on services and workshop equipment to ensure their safe condition for use.
- 2.3 Provide maintenance, repair and remedial action as appropriate to equipment and resources. Maintain and restore equipment to safe use as directed whilst reporting any faults appropriately.
- 2.4 Ensure efficient system of safe storage of equipment and resources whilst maintaining appropriate stock levels.
- 2.5 Conduct Risk Assessments for Curriculum Areas, working with Curriculum Specialists and the Health & Safety Officer where necessary.
- 2.6 Perform other general workshop duties as appropriate commensurate with other duties.



### **3. Specific Duties**

- 3.1 Observe and implement the College's Equal Opportunities Policy
- 3.2 Have responsibility for promoting and safeguarding the welfare of children and young persons that you are responsible for, or come into contact with
- 3.3 Undertake such other duties as may reasonably be required by the Principal commensurate within the grade of the post.
- 3.4 Maintain records that support the learning experience.
- 3.5 Assist in the student enrolment and internal and external marketing activities of the college

### **4. Budget Responsibility**

The post holder **is not** a budget holder under the College's accounting systems. However the post holder will be required to observe and comply with the financial regulations of Tameside College at all times.

### **5. Continuing Professional Development**

- 5.1 The post holder will proactively take part in the College's Appraisal process.
- 5.2 The post holder will be expected to attend training and continuous professional development events and be responsible for their own professional updating.

### **6. Health and Safety**

- 6.1 The post holder will be required:
  - Ensure that College Policies on Health and Safety are fully implemented
  - To take reasonable care to safeguard their own safety and that of others with whom they work;
  - To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
  - Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
  - To report immediately any defects in plant, equipment or the working environment



**7. Equality and Diversity**

Tameside College is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College’s Equality policy as appropriate.

**8. Values**

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working.

**9. Safeguarding Children and Vulnerable Adults**

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

**10. College Policies and Procedures**

All staff are required to comply with College Policies and Procedures and the Staff Code of Conduct

**NOTE:**

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

**Signed: (Principal)** .....

**Date:**.....

**Signed: (Post holder)** .....

**Date:**.....

### Technical Support Officer – Employee Specification

	<b>Minimum Essential Attributes</b>	<b>Desirable Attributes</b>	<b>Method of Assessment</b>
<b>1. Skills</b>	<ul style="list-style-type: none"> <li>• Ability to perform a technical support role to contribute to effective learning</li> <li>• Ability to order consumable items</li> <li>• Good communication skills</li> <li>• Ability to plan, organise areas of work</li> <li>• Record keeping</li> <li>• Ability to work flexibly as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• IT skills</li> <li>• Ability to provide basic routine maintenance</li> </ul>	Interview/Application Form/Reference
<b>2. Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of typical resources and equipment and processes for curriculum area.</li> <li>• Knowledge of Health and Safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of courses and content</li> </ul>	Interview/Application Form
<b>3. Experience</b>	<ul style="list-style-type: none"> <li>• Organisation of equipment and resources</li> <li>• Experience of working in an appropriate vocational or subject</li> <li>• Contributing towards Health &amp; Safety activity</li> </ul>		Interview/Application Form
<b>4. Qualifications, Training etc. (if any)</b>	<ul style="list-style-type: none"> <li>• Relevant level 2 qualification or equivalent.</li> <li>• Evidence of attainment or operating at Level 2 in at least 1 of the following, and hold or be prepared to achieve the other 2 within 2 years:               <ul style="list-style-type: none"> <li>- English</li> <li>- Maths</li> <li>- IT</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Relevant level 3 qualification or equivalent.</li> </ul>	Application Form
<b>5. Work Related Circumstances</b>	<ul style="list-style-type: none"> <li>• Willing to undertake any training relevant to the requirements of the post.</li> <li>• Willing to demonstrate commitment to the demands of the post through regular and punctual attendance.</li> <li>• Willing to undertake first aid training and duties as necessary</li> </ul>		References/Interview
<b>6. Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Willing to implement College Equal Opportunities Policies.</li> </ul>	.	To be assessed at interview.