

Job Description

1. JOB IDENTIFICATION

Post Title:	Technician
Responsible to (Post Title):	Curriculum Quality Manager
Last Update:	May 2026

2. PRINCIPAL JOB PURPOSE

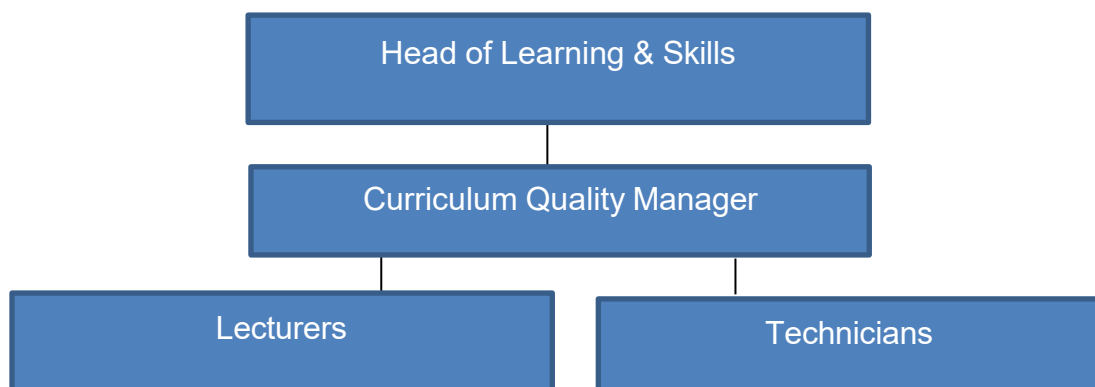
Support the delivery of curriculum activities through providing technical assistance within the learning environment, performing routine and general maintenance duties, preparing resources and materials, maintaining an adequate stock of consumables and supporting administrative processes.

Provide support to ensure that the learning and teaching environment and related areas meet health and safety legislative requirements.

3. JOB DIMENSIONS & CONTROL OF RESOURCES

The post holder has no staff management or budgetary responsibilities however, the post holder will implement and maintain systems and procedures for the management of stock and consumables within the curriculum area.

4. ORGANISATIONAL RELATIONSHIP



5. MAIN DUTIES & RESPONSIBILITIES

1. Support curriculum delivery through preparing materials and resources for practical sessions within the learning environment to enable a first class learning and teaching experience for students.
2. Maintain adequate stocks of supplies, materials and resources in order to meet the requirements of curriculum programmes.
3. Carry out routine and general maintenance duties to support the efficient and effective operation of equipment and practical areas.
4. Maintain clean and effective learning environments at all times in accordance with relevant health and safety procedures.
5. Provide support across other curriculum areas as required, ensuring the delivery of effective learning and teaching activities.
6. Source and prepare costs for equipment, resources and materials in accordance with the College's procurement procedures and maintain appropriate administration systems.
7. Support curriculum staff in the demonstration of practical activities in order to ensure safe and effective learning and teaching experiences.
8. Support systems and procedures to ensure that all workshop activities are performed in accordance with health and safety requirements.
9. Support the development of the College's safeguarding service in order to meet the interests of children, young people, and vulnerable adults.
10. Support the development of a culture within the curriculum team which embeds the principles of health, safety and wellbeing and equality and diversity in the delivery of services to customers and ensure that the QELTM standards are met fully.
11. Support a culture of continuous improvement through participating in the review and evaluation of services, staff development, quality enhancement and personal development frameworks.
12. Any other duties as required by College management.

6. COMMUNICATIONS (Internal & External)

The post holder has key internal working relationships with staff and students. Excellent communication and interpersonal skills, both written and oral, are required to achieve effective working relationships with curriculum staff, service staff, students, external agencies, suppliers and customers.

7. ASSIGNMENT AND REVIEW OF WORK

The post-holder will function with a degree of independence and autonomy, within parameters agreed in conjunction with the Curriculum Quality Manager. Work is demand driven and generated through the curriculum area and customer activity. Work activity will be delegated by the Curriculum Quality Manager and the post-holder will also be responsible for leading on specific objectives arising through the curriculum area.

The post holder will agree personal objectives relating to the delivery of the Curriculum Development Plan with the Curriculum Quality Manager on an annual basis and these will be reviewed formally at 6 and 12 month periods.

8. ESSENTIAL KNOWLEDGE, SKILLS & EXPERIENCE

Education

- Educated to HNC/SVQ3 level or equivalent relevant qualification;
- Attainment of relevant work based qualifications within the relevant curriculum area
- Evidence of continuing professional development.

Knowledge

Demonstrable knowledge of:

- Knowledge of workshop health and safety, including safe systems of work, risk assessments, and COSHH regulations
- Safety requirements within a learning environment
- Processes within the curriculum area would be desirable

Skills and Competencies

- Ability to work unsupervised and under own initiative.
- Ability to operate equipment/ machinery and handle materials safely.
- Excellent communication, negotiation and interpersonal skills.
- Ability to work confidently and engage with students and staff to enhance the learning and teaching experience.
- Customer focused and the ability to provide a professional service at all times;
- Proficient in the use of ICT.

Experience

- Relevant and up-to-date practical experience within the specialist area.
- Experience of supporting curriculum or training activity would be desirable

9. MAIN JOB CHALLENGES

To organise, utilise and maintain equipment and materials, to support curriculum colleagues and students in performing practical activities as part of a high quality learning and teaching experience.

10. WORKING ENVIRONMENT

Physical

- The post will involve mainly classroom/workshop-based work, which will include some physical activity.
- Providing support during practical sessions.
- Supplying appropriate materials/products for practical learning and teaching sessions.
- Driving College vehicles to uplift support materials.
- Operation of a wide range of equipment relating to the relevant curriculum area.
- Personal computer/lap-top for production of relevant documentation and use of e-mail.

Mental

- The requirement to change focus/concentration to different subject matters related to the role (e.g. preparing equipment and materials/maintaining appropriate administrative processes/providing support to lecturers and students during practical sessions).

Emotional

- The ability to maintain professionalism and not be provoked by displays of challenging, hostile and aggressive behaviour.
- Dealing with challenging customer groups.

Working Environment

- Classroom environment
- Learning environment where safety is paramount.
- Office based for administration related tasks.