



JOB DESCRIPTION

Job Title: Maritime Technician

Responsible to: Learning Manager - Marine and Motor Vehicle

Main Purpose of Post

To support the delivery of courses offered within the College by ensuring the preparation and maintenance of learning materials and/or tools and equipment, and maintain the upkeep and cleanliness of the Marine Centre.

Tasks

- To prepare learning materials.
- To ensure appropriate tools/equipment are prepared for student use.
- To reclaim materials at the end of teaching sessions, recycling where appropriate.
- To organise and maintain laboratory/workshop/classroom areas.
- To ensure that the College's health, safety and welfare policies and procedures are adhered to, particularly in the workplace/classroom notifying the teacher of any potential hazards or taking appropriate action to ensure a healthy workplace/classroom.
- To maintain the cleanliness of the centre including outside areas.
- To maintain and repair equipment and materials.
- To initiate orders for supplies and/or equipment as necessary.
- To maintain an equipment/materials stores and stock list of held equipment and consumables.
- To be responsible for ensuring that all tools/equipment issued to students are collected at the end of each session.
- To move equipment and materials, as necessary for the purposes of your post and, if required, set up and test readiness for use. Return to store after use.



- To present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
- Undertake professional development and training to contribute to individual and College development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College.
- To positively promote equality of opportunity for staff and students
- To carry out other duties as may reasonably be required from time to time

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document nor a set of conditions of service and it can be reviewed at any time in light of the needs of the college.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is current as at September 2015, but will be updated in consultation with the post holder should circumstances change.



PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications and Training		A formal qualification appropriate to duties.
Experience Teaching/vocational	Sufficient experience to ensure effectiveness in this role. Understanding of the needs of the role.	Appropriate experience in a similar role.
Organisational Skills	Methodical approach. Organised and effective.	
Communication skills	Able to accept instructions and carry out delegated tasks. Committed to Equal Opportunities.	Able to suggest improvements to instructions.
Awareness and understanding of Issues in FE	Committed to ethos of College.	Understanding of how role fits into overall needs of department/section.
Results Orientation	Motivated to ensure effectiveness in role. Understanding of importance of role to effectiveness of professional staff and students studies.	Able to evaluate own working methods, suggest improvements and give clear feedback on any change from previous practice.