

**Vision Business Support Services is a subsidiary company of West Nottinghamshire College.**

**Apprentice Technician (fixed term apprenticeship for 18 months)  
Construction & Building Services  
Ref: VBSS21.61**

## **1. The Appointment**

The post holder will be expected to provide support to staff and learners within the area of Construction & Building Services across all specialist skills areas including Bricklaying, Electrical Installation, Carpentry & Joinery, Painting & Decorating, Plastering and Plumbing based at our college sites in Mansfield and the local areas, including Leicester.

You will assist in the efficient and effective operation of the college's workshops and will organise the tools and materials as well as ordering materials from manufacturers.

The ideal candidate will be required to support the team teaching within the college and the safe maintenance of tools and equipment, preparation areas and workshops.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations and Responsibility.**

## **2. The Post**

### **2.1 Main Duties and Responsibilities**

- a) To assist in the preparation of teaching aids, tools, equipment and materials in the organising of workshops/practical areas, this will include:
  - The preparation of assessment areas before assessment
  - Preparing and setting faults on practical assessment components
  - Ensuring health and safety requirements are continuously adhered to
  - Ensuring the workshop areas are kept clean and tidy and ready for use
- b) To inspect, repair and maintain relevant equipment.
- c) To organise the ordering, storage and stock control of all relevant materials, checking deliveries against delivery notes and storing goods.
- d) To produce maintenance schedules as and when required, keeping to deadlines.
- e) To regularly review and evaluate systems and procedures.
- f) To meet regularly with staff in order to identify key tasks and roles.
- g) To advise staff and learners in safe working practices.

- h) To maintain and distribute a good stock of necessary equipment.
- i) Any other duties that may reasonably be regarded as commensurate with the responsibilities.
- j) To comply fully with Health and Safety legislation related to the role and follow agreed procedures within work areas including:
  - To take reasonable care of the health and safety of yourself and other persons who may be affected by your/learner activity. To safeguard the health and safety of all persons under your supervision in accordance with legislation.
  - To exercise proper care in handling, operating and safeguarding any equipment or appliances issued by WNC for post holder's individual or collective use in the performance of their duties.
  - Work with the Health & Safety Team to ensure Risk Assessments and COSHH regulations are accurate and up to date.
- k) To contribute to team planning, development and support of innovative curriculum delivery and learning opportunities.
- l) To undertake Continuing Professional Development as agreed with line manager.
- m) To comply fully with financial regulations.

## **2.2 Other Responsibilities**

- a) To uphold and promote company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

<b>3. Skills, Qualities &amp; Knowledge</b>
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	Essential	Desirable
<b>Qualifications:</b>		
English to at least level 2 (or equivalent)	✓	
Maths to at least level 2 (or equivalent)	✓	
IT to at least level 2 (or equivalent) or willing to work towards within 12 months of appointment	✓	
<b>Experience</b>		
Recent and relevant practical experience		✓
Maintaining accurate and up to date stock levels		✓
Recent and relevant practical experience		✓
<b>Skills /Knowledge</b>		
Minimum of a relevant Level 1 trade qualification	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance		✓
Use of excel and word processing		✓
Accurate use of working with figures	✓	
Relevant product knowledge		✓
Knowledge of office technology packages including word processing applications, databases and spreadsheets		✓
Excellent organisational skills	✓	
Ability to work independently, without close supervision, and as part of a team to achieve effective outcomes	✓	
Ability to plan and prioritise	✓	
<b>Qualities/Approach linked to college values</b>		
Enthusiastic	✓	
Reliable	✓	
Flexible	✓	
<b>Other requirements</b>		
Willingness to travel to other sites	✓	
Full Driver's Licence		✓
Assess to a car for business travel		✓

**4. Position within the College**

The post-holder will report directly to the Teaching Heads of Department within Construction and Building Services.

**5. Terms & Conditions**

- a) The post is offered on a Vision Business Support Fixed Term Apprenticeship Contract for a period of 18 months and is subject to those terms and conditions.
- b) The salary will be £12,423.00 per annum (Trainee/Apprentice VBSS Scale).
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You will be entitled to 25 days leave, plus 8 bank holidays and up to 4 concessionary days.

- e) The Company operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

## **6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an application form by **5pm on Thursday 2<sup>nd</sup> December 2021.**

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £46.50.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**