

## **JOB DESCRIPTION**

<b>Job Ref:</b>	<b>1891</b>
<b>Post Title:</b>	<b>Apprentice – Electrical Services &amp; Maintenance Technician</b>
<b>Grade</b>	Apprentice Scale
<b>Responsible to:</b>	Senior Learning Lead: Electrical
<b>Responsible for:</b>	No staff

## **JOB PURPOSE**

To provide technical support to the Electrical department and Building services Maintenance Department, while gaining the relevant knowledge, skills and behaviours of the apprenticeship.

## **KEY TASKS AND RESPONSIBILITIES**

1. To support high quality teaching, learning and assessment in the workshop and a positive experience for the learner.
2. To assist and support the site Maintenance department with electrical tasks.
3. Maintaining acceptable standards of achievement, behaviour, discipline and punctuality.
4. To prepare the workshop environment for practical delivery lessons.
5. To demonstrate the relevant competencies for the electrical NVQ and build a suitable portfolio of evidence
6. To reclaim materials where possible and restock or prepare for scrap disposal as necessary.
7. To monitor stock levels of materials and tools etc. and report to the electrical technician.
8. To periodically check tools and repair and/or report as necessary.
9. To carry out basic maintenance and development of work areas.
10. To check and unload incoming materials, prepare and place in store, deal with documentation as appropriate. Occasional collection of goods may be required for which a college vehicle will be provided.
11. To maintain a clear, clean and safe environment in line with College health & safety processes.
12. To support lecturers with the required practical elements of delivery.

13. To carry out additional roles within the College as may be agreed from time to time.

### **OTHER RESPONSIBILITIES**

In common with all other employees of the College, the postholder is expected to:

1. Perform duties to a high standard and to ensure that the quality assurance processes are implemented successfully across the College, particularly those relating to their own role.
2. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety policies and procedure.
3. Have a personal responsibility for Safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure compliance with Safeguarding policies and procedures.
4. Participate in and make an appropriate contribution to the College's planning and review process.
5. Take a proactive role in the maintenance of acceptable standards of student behaviour.
6. Contribute to the development of the Strategic Plan and to the achievement of the objectives contained therein.
7. Commit to, promote and operate in accordance with Boston College values and goals including but not limited to: safeguarding; health and safety; diversity and inclusion
8. Keep up to date with issues affecting the role and contribute to staff development activity.
9. To undertake any other duties considered commensurate with the level and responsibility of the role.
10. 10. All employees will adhere to all the College ISO standards.

### **COMPLEMENTARY ROLE TO BE UNDERTAKEN**

None



## **APPLICATION GUIDANCE**

To ensure we have the right people, with the right skills in the right roles, a competency based approach is integrated into our selection process at the College. Put simply, this means that for each role there is a person specification detailing specific criteria and competencies (or behaviours), which we believe are essential if the job is to be performed well.

The document overleaf entitled 'Apprentice Technician – Electrical Services & Maintenance: Person Specification' provides details of the specific criteria and competencies attached to this post. In the initial application, you are asked to show how you feel you meet these requirements. It is recommended that you use the headings from the Person Specification to help you organise your information. The panel will shortlist applications in line with the Person Specification match. *If you do not meet the 'essential criteria' your application will not be considered for shortlisting.*

You must also attempt to address the **two** competencies as listed in the Person Specification overleaf. When providing examples to evidence how you meet each competency, please bear in mind the types of information that we are looking for from each example – an overview of the situation, the actions or task that **you** took and the outcome. Please note that the examples that you give **do not** have to be work-related. Other life experiences can be just as valuable in demonstrating particular competencies or behaviours.

**Please visit [www.boston.ac.uk](http://www.boston.ac.uk) to complete an online application form.**

**Once completed, your application should be submitted no later than 12 noon on Thursday 28 March 2024.**

**Interview date: TBC**

**Apprentice Technician – Electrical Services & Maintenance:**  
**Person Specification Grid**

1. ESSENTIAL CRITERIA	SOURCES OF EVIDENCE		
	Application	Lesson Visit	Panel Interview
<b>Technical &amp; Professional Qualifications:</b>			
Level 2 qualification in Electrical Installations (or equivalent)	✓		
GCSE Grade A to C (or equivalent) in English and Maths	✓		
<b>Skills:</b>			
Good written and verbal communication skills	✓	✓	✓
Good IT Skills	✓		✓
Ability to work both effectively as part of a team and on your own initiative	✓		✓
<b>Knowledge:</b>			
An understanding of working in a practical environment	✓		✓
A basic understanding of health & safety	✓	✓	✓
An understanding of safeguarding and a commitment to creating a safe learning environment and demonstrate your suitability to working with children, young people and vulnerable adults	✓		✓
<b>2. COMPETENCIES</b>			
<b>Contributing to team success</b> Actively participates as a member of the team to ensure the team moves towards the completion of its goals.			✓
<b>Managing Work</b> Effectively managing own time and resources to ensure that work is completed efficiently.		✓	
<b>Work Standards</b> Sets high standards for self and others, assumes responsibility and accountability for completion of tasks on behalf of the team.		✓	✓
<b>3. DESIRABLE CRITERIA</b>			
An awareness of the importance of Equality & Diversity	✓		
Recognised ICT qualification	✓		