



Job Description

| | |
|---|-------------------------------------|
| Job Title | Technician |
| Department | Bristol School of Art – Queens Road |
| Reporting to: | Estates & Operations Coordinator |
| Post reference: | |
| Main Purpose of the role | |
| <p>The role is to support Students & staff to achieve the most possible within the college as a whole. This would include preparing and maintaining studios, resources, equipment and to assist lecturers and students as required. Making sure spaces are used safely and resourcefully.</p> | |
| Key Tasks / responsibilities: | |
| <ul style="list-style-type: none"> • Maintain rooms/studios/workshops and equipment and ensure they are ready for tutor/student use. • To drive the quality of provision through the resources • Prepare materials/equipment for lecturers as required. • To order suitable materials/equipment and to take, check and store deliveries. • To take an active role in the remodelling of the studios as appropriate throughout the year & for the end of year show i.e. lifting and storing heavy materials and equipment (subject to safe handling requirements/regulations) • To advise of equipment to be repaired, serviced or replaced and to obtain quotes as appropriate. • Provide specialised technical support to students and staff as required. • To work across the department and to provide support for other technicians as required. • Undertake Risk Assessments, the writing of Safe Systems of Work and ensure health & safety compliance. • Any other duties as required by the line manager or Head of Department that are commensurate with the grade • Assist lecturers during classes as required and provide students with technician support | |
| Role Dimensions | |
| <ul style="list-style-type: none"> • Reporting to Estates & Operations Coordinator • Team Leader, Programme Lead and all full time & part time student cohorts, Art School • All Art & Design Courses: Foundation, Access, FdA, Diplomas & Extended Diplomas & Adult courses | |
| Key Interfaces | |
| <ul style="list-style-type: none"> • Creative Faculty; cross campus • IT Department • Finance & APqueries team | |

| Supporting College Goals and Values – all roles | | | | | |
|--|--|---------|--|-------|--|
| <p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety, | | | | | |
| Measurable Performance Standards for this role | | | | | |
| <ul style="list-style-type: none"> • Monitoring expenditure, liaising with tutors and LAMs to ensure appropriate expenditure. • Maintain resources by monitoring stores and timely ordering of materials. • Maintain tidy studios and workshops; through working with tutors and students. • Maintain clean studios and workshops by liaising with LAMs, tutors and Estates staff. • Yearly update of risk assessments, safe systems of work. Revise mid-year where needed. • Maintain PUWER records, and associated maintenance of machines and tools. • Attend regular technician meetings to drive departmental improvements and communication | | | | | |
| Level of Disclosure and Barring (DBS) disclosure required | | | | | |
| Either: 1: Enhanced with barred list checks | | | | | |
| Author and Date | | | | | |
| Chloe Wasdell - 04/07/2025 | | | | | |
| Job Evaluation (for HR Completion) | | | | | |
| Score | | Profile | | Level | |

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Technician



<<List all relevant criteria and indicate whether 'essential' or 'desirable' together with method for assessment under 'Qualifications and attainments', 'Experience and knowledge' and 'Skills and Abilities'. Criteria listed under 'Essential college traits' are fixed for all roles>>

| Criteria | Essential | Desirable | Assessed by |
|--|-----------|-----------|--------------------------------|
| Qualifications and attainments | | | |
| GCSE Maths and English grade C or above | | ✓ | Application form |
| Experience of working in education | | ✓ | Application form |
| Experience and knowledge | | | |
| Accounts payable systems and procedures | | ✓ | Application form and interview |
| Knowledge of the Further Education sector | | ✓ | Application form and interview |
| Skills and abilities | | | |
| IT Literate (especially proficient in the use of Excel and Word) | ✓ | | Application form/interview |
| Proactive and organised | ✓ | | Application form and interview |
| Good communication skills | ✓ | | Application form and interview |
| Safe practise/ knowledge and implementation of equipment/space | ✓ | | Application form/ interview |
| Essential College attributes | | | |

| Criteria | Essential | Desirable | Assessed by |
|---|-----------|-----------|-----------------------------|
| Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way. | ✓ | | Application form/ interview |
| Influencing skills: The ability to persuade others. | ✓ | | Application form/ interview |
| Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships. | ✓ | | Application form/ interview |
| Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner. | ✓ | | Application form/ interview |
| Circumstances of role (if applicable) | | | |
| <<Ability to meet particular conditions of the role e.g. unsocial hours or travelling between campuses>> | ✓ | | <<Application form>> |