

**Buxton and Leek College ( part of University of Derby )**

**Job Description**

# **Job Summary**

## **Job Title**

Motor Vehicle Technician

## **College/Department**

Buxton and Leek College

## **Location**

Harpur Hill, Buxton

## **Job Reference Number**

0379-22-R

## **Salary**

£21,007 To £22,627 per annum

## **Reports To**

Curriculum Leader

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The post holder is responsible for the day to day running of the workshop environment, liaising with teaching staff to ensure resources are ready for practical and theoretical sessions.

## **Principal Accountabilities**

1. Assisting subject tutors in the preparation for practical workshop sessions and assessments.
2. Carrying out demonstrations of practical processes to groups of students as requested by the Instructor / Teacher.
3. Providing real world, industry insights to students.
4. Maintaining good standards of ‘general housekeeping’ within the allocated areas of responsibility.
5. The servicing of equipment and the prompt commissioning of repairs in case of breakdown.
6. The maintaining of safe working practices including the provision of first aid supplies.
7. Ensuring that the machine safety checks are carried out in line with workshop procedures.
8. Developing and up-dating a system for COSHH risk assessment across the College.
9. The ordering of equipment, supplies and materials, subject to the approval of the Curriculum Leader and in accordance with University financial procedures and regulations.
10. The safekeeping and maintenance of inventories of stocks and materials.
11. The ability to set and reset faults on the vehicles whilst under exam conditions.
12. To support tutors when teaching in the workshop is taking place by providing guidance to the students in their workshop practical activities.
13. To ensure that students behave in a reasonable manner to a high standard of safety in classrooms, practical areas and around the college.
14. To undertake any other administrative and facilitation duties which may, from time to time, reasonably be required within the general level of responsibility of the post.
15. To ensure that the College’s quality assurance procedures are adhered to and additional action taken where necessary.
16. To undertake any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Level 2 Qualifications (either in Functional Skills or GCSE A-C) in both English and maths or a willingness to achieve within an agreed timescale.
* Level 2 Qualification in Motor Vehicle related field, preferably Motorsport.

**Experience**

* Experience of working in a motor vehicle or educational related environment.
* Experience in the repair and maintenance of vehicle repair equipment.
* Relevant industrial experience of working with motor vehicles and associated machinery.

**Skills, knowledge and abilities**

* Ability to negotiate prices with suppliers.
* The ability to prioritise tasks and work under own initiative.
* The ability to work flexibly as a member of the College team.
* Excellent interpersonal skills.
* Computer literate.
* Knowledge of working on a variety of makes of motor vehicles to set and fix faults.
* Awareness of Health & Safety and good practice in the motor vehicle workshop.

**Business requirements**

* A commitment to the principle of widening participation.
* A commitment to continued professional development.
* A commitment to the College’s values and behaviours.
* A willingness to work across College sites and externally.

### **Desirable Criteria**

#### **Qualifications**

* Health & Safety qualification (IOSH).
* First aid certificate.

**Experience**

* Knowledge of Functional Skills.
* Experience of Internal and External Verification processes.
* Practical experience of promoting equality and diversity.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)