**Job Description**

**Post: Skills Assistant**

**Responsible To:** **Head of Department**

**Summary of Post:**

To provide Learning/Technical support to staff and students within the programme area and to undertake preparation activities to aid learning within teaching areas

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# Specific Duties:

1. To liaise with internal and external customers/stakeholders as necessary or required.
2. To support internal/external marketing and promotional activities.
3. Stock control, to include ordering an issuing of supplies.
4. To maintain electronic booking systems.
5. To attend and contribute to meetings with internal and external attendees.
6. To comply with the relevant occupational standards.
7. To carry our Fire Warden duties as required to meet the needs of the College.
8. To carry out risk assessments where required
9. To maintain clean and safe working environments
10. To prepare and supply consumable items and equipment.
11. To supervise, demonstrate and oversee learning as required.
12. To prepare the planned equipment and tools
13. To maintain valid, accurate, current and sufficient records (VACS)

# General Duties and Responsibilities:

# To participate in the staff support & development scheme and to undertake training based on individual and service needs.

1. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
2. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
3. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
4. To undertake continuing professional development to support our culture of continuous improvement.
5. To partake in quality assurance systems.
6. To meet minimum relevant occupational standards.
7. To keep up to date with the skills required to fulfil the role.
8. To undertake any other duties commensurate with grade as may be reasonably requested.
9. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills | | | | |
| 1. | Good communication and interpersonal skills both verbal and written | ✓ | ✓ | 6 |
| 2. | Administrative and organisational skills | ✓ | ✓ | 4 |
| 3. | Ability to act on own initiative | ✓ | ✓ | 4 |
| 4. | Competent using technology | ✓ | ✓ | 4 |
| 5. | The ability to plan and prioritise to meet deadlines and targets | ✓ | ✓ | 4 |
| 6. | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| Experience | | | | |
| 1. | Evidence of successful experience supporting learners | ✓ | ✓ | 6 |
| 2. | Relevant practical industry experience | ✓ | ✓ | 6 |
|  | Experience of engaging with stakeholder e.g. employers | ✓ | ✓ | 4 |
| Education | | | | |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 3. | A Level 2 qualification in relevant area | ✓ |  | 6 |
| 4. | Health & Safety qualification | ✓ |  | 4 |
| 5. | Evidence of CPD in relevant area | ✓ |  | 4 |

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.