

Job Information Pack



Thank you for your interest in working at
Bridgend College.

We hope the information in this pack is
both informative and inspirational to you.

Should you have any queries we would be
happy to help. Please contact us at:

jobs@bridgend.ac.uk

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Our values

Be all that you can be.

We believe that every person has a chance to be the best they can be for themselves and the best they can be for others.

Bridgend College offers you the opportunity to truly achieve excellence.



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Diversity, Inclusion & Safeguarding

Equality, Diversity & Inclusion

We are committed to improving representation from all sections of the community and promoting equality of opportunity. We welcome applicants from all backgrounds and communities and in particular, those that are currently under-represented in our workforce, including but not limited to, Black, Asian and ethnic minority candidates, candidates with disabilities, female candidates in STEM, and Welsh speakers. We also seek to support the employment of armed forces.

We Are Disability Confident

We are recognised as a [Disability Confident Leader](#).

We provide a fully inclusive and accessible recruitment process to help us recruit and retain those with disabilities and health conditions to fulfill their potential and realise their aspirations.

We guarantee to interview anyone with a disability if their application meets the essential criteria for the post.

Safer Recruitment

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Bridgend College is committed to safeguarding and promoting the welfare of all students.

Our HR team and Recruiting Managers have undertaken [NSPCC safer recruitment](#) training and we follow safer recruitment processes and procedures.

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Organisational Overview

Business Support

Learning Support, Cyfleoedd, Student Services and Wellbeing, Learner Journey, IT, Finance, MIS & Registry, HR, Health, Safety & Sustainability, Marketing, Estates, Catering, Administration

Engage

Commercial Training, Community College, Part Time Courses



Day Nursery & Playscheme

Local Nursery for childcare in Bridgend. Open 7am – 6pm Monday to Friday for children aged 6 weeks to 5 years.



Curriculum

Land Based, Care and Childhood Studies, Science and Engineering, Construction, Creative Arts, Sport, Public Services, Education, Services to People, IT, Skills, ILS

Work Based Learning

Apprenticeships, NVQs in the workplace, ESF Projects

Weston House

A Registered Care Home for Younger Adults regulated by the Care Inspectorate Wales (CIW)



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Coleg Penybont
Bridgend College



Casual Electrical Installation Technician

Salary scale 3: £20,413 - £21,846 per annum (pro rata)
(£10.58 - £11.32 hourly paid)

Bridgend College recognises its responsibility to ensure the safety and wellbeing of all students. We apply a rigorous process of checking the suitability of staff and volunteers to work with children and vulnerable adults.

This post is subject to a satisfactory Enhanced DBS disclosure for child and adult workforce and registration as a FE Learning Support Worker with the Education Workforce Council.

As a term of your employment you may be required to undertake such other duties on college sites or elsewhere as may reasonably be required of you commensurate with your grade/level in the college. This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

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Job description for Casual Electrical Installation Technician

Job Purpose: To support the delivery team, prepare materials and teaching resources and to maintain workshops, equipment and resources in order to assist in the delivery of efficient and effective training.

Main Duties

- To maintain and keep secure all systems, tools, equipment, instruments and teaching aids to ensure efficient functioning of learning programmes.
- To set up and maintain Electrical/ Electronic Workshops, laboratories and classrooms for a range of class work, demonstrations, experimental work and practical exercises for a wide range of courses.
- To carry out all order processing in-line with the current financial regulations. To maintain full order evidence for audit requirements and other related documentation.
- To assist lecturers in the workshop and laboratories during practical sessions.
- Accepting and checking delivery of materials and storing safely. Checking accuracy and quality of goods received.
- To prepare, cut and store materials to provide efficient delivery of learning programmes.
- Undertake equipment checks and instrument calibration including the maintenance of related documentation including Inventory control and Risk Assessments.
- To prepare all materials and teaching resources for all training and assessment activities.
- To help lecturers overcome technical problems with associated equipment, computer systems and laboratory equipment.
- To assist lecturers in maintaining a safe working environment and to oversee and assist students in the safe use of equipment and help reinforce the learning
- To maintain stock levels, prepare and process order information to provide the most cost effective and efficient solution.
- To point out any unsafe situations or practices to the lecturer in charge of class or intercede if danger is serious or imminent.
- To ensure the smooth running of engineering facilities.
- To participate in Staff Development Programmes to ensure up-to-date functioning of all engineering activities.

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Person Specification for Casual Electrical Installation Technician

Essential criteria

- Good range of Electrical/ Electronic Engineering experience.
- Good general and scientific engineering skills.
- Educated to a Level 3 standard.
- Recognised (Indentured) apprenticeship Electrical/ Electronic engineering.
- Computer literate / up to date IT skills.
- Ability to create and maintain accurate records, inventories, risk assessments, laboratory documentation, software etc.
- Good communicator with diplomacy and tact in verbal and written situations.
- Ability to work well without supervision, under pressure and to tight deadlines.
- Ability to work as part of a team.
- Committed to quality.
- Professional and dedicated approach.
- Self-motivated.
- Understand the needs of the individual candidate.
- Excellent interpersonal skills with the ability to work harmoniously with learners and staff.

Desirable criteria

- An understanding of Further Education Process.
- Assessor qualifications.
- Flexible approach to work.
- Good organisational skills.
- Good general practical engineering skills.
- Ability to adapt to changing priorities.

Other relevant criteria

- Flexible and adaptable, with the ability to work across all College campuses.
- Committed to CPD, College Values and Equality & Diversity
- Empathy and understanding of environmental and sustainable issues.
- Welsh Language Skills to Level 1 or above.

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Why work with us? Here are some of our staff benefits...

Generous annual leave entitlement:

- Business Support (28 days)
- Lecturers (46 days)
- Management (37 days)
- Casual hourly paid staff (holiday payment)
- * Please note this will be pro rata for part time

Extensive professional learning opportunities

- Professional learning days and events throughout the academic year
- Access to numerous courses via Skillgate
- Teaching and Pedagogical support for Lecturers including Teaching & Learning Coaches

Work at an Award Winning College -

- TES College of the Year 2019 and #22 in Best Companies Top 100 Organisations to Work For (2022)
- Google Reference College
- Many other prestigious awards!

Excellent on site facilities

- Free on site parking
- Refectory facilities serving hot and cold food on all campuses & Coffee Shop with Barista style coffee and snacks; Newsagents shop
- Salon 31 Hair and Beauty Salon on Bridgend Campus
- Bwyty 31 and Clwb Coffi on Bridgend Campus
- Livery and kennels on Pencoed Campus (where available)
- State of the art STEAM Academy on Pencoed Campus

Enrolment into generous pension schemes

- Local Government Pension Scheme (LGPS) for Business Support
- Teachers' Pension for Lecturers

Access to student discounts

- Use your college email address to access student discounts via NUS, UniDays, Student Beans etc.

Flexible Working

- Flexible working can be considered
- We have the potential to consider part time, condensed hours, term time only contracts, job shares, hybrid working and agile working

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Why work with us? Health & Wellbeing Support...

Mental Health Support

- We are proud to hold a [Mind Gold Award](#)
- We can organise confidential counselling sessions (face to face or telephone) with Horizons Counselling.
- We can help you to complete Wellness Action Plans to support and promote your mental health and wellbeing at work
- We signed the [Time To Talk pledge](#) - we want everyone who works here to feel they can be open about their mental health, and ask for support if they need it.

Occupational Health

- We can organise occupational health referrals to identify support and reasonable adjustments that can be put in place to support you in your role

Employee Assistance Programme

- 24/7 confidential access to Employee Assistance Programme Care First
- Advice on a wide range of topics and access to resources
- 24 hour telephone counselling service

Care first

Additional support

- Free eye tests for Display Screen Equipment (DSE) users
- In Work Support - fast track physiotherapy & counselling hotline
- Fitness suite, strength and conditioning gym
- Subsidised Leisure membership
- Opportunity to join Private Health membership via Benenden, through payroll deductions

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