



Job Title: Technician

Salary Range: Points 12 - 18 (Business Support)

Line Manager: Curriculum Area Manager

JOB DESCRIPTION

Job Purpose

To work as part of the Team to provide support for all operations in the relevant work area.

Key Responsibilities

- Preparation, distribution, setting out and clearing of equipment and tools in the work area.
- Undertake first aid duties for staff and students on College business
- Maintenance of a clean and safe working environment.
- Advising and supporting teaching staff on materials, stock levels and tool requirements for the work area.
- Providing practical support in the work area.
- Assist teaching staff by double manning for Health and Safety purposes where student numbers require this.
- Coordinating the maintenance of equipment and tools, carrying out regular maintenance checks and keeping associated records.
- Maintaining stock and equipment levels and coordinating the ordering of consumables and supplies.
- To undertake an annual stock-take of consumables.
- To undertake an annual stock-take of fixed assets within the relevant workshop.
- Maintaining the Workshop Health and Safety records file.
- Monitoring Health and Safety and reporting issues to line manager.
- Working with the College's Technician and Estates team when required.
- Participate in Professional Development activities.
- Any other duties commensurate with qualifications and experience.

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fydeang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

PERSONAL SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • If not held, to undertake and successfully complete a full First Aid Certificate and Health & Safety Qualification within an agreed timescale • If not held, to undertake and successfully complete an appropriate technical qualification at minimum level 2 within an agreed timescale 	<ul style="list-style-type: none"> • Have an appropriate technical qualification at minimum level 2 • Have a current full First Aid Certificate 	<ul style="list-style-type: none"> • Application Form
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working within a practical environment. • Experience of working with young people. 	<ul style="list-style-type: none"> • Experience of working with technical equipment 	<ul style="list-style-type: none"> • Application Form/ Interview
Skills & Abilities	<ul style="list-style-type: none"> • Good interpersonal and communication skills. 	<ul style="list-style-type: none"> • Ability to meet and greet in welsh for the purpose of providing customer service. 	
Personal Attributes	<ul style="list-style-type: none"> • Highly self motivated • Approachable • Flexible • Motivated to continuously update and improve personal and professional skills 		
Special Requirements	<ul style="list-style-type: none"> • Suitable to work with young people and vulnerable adults 		

Teitl y Swydd:	Technegydd
Ystod Cyflog:	Pwyntiau 12 – 18 (Cefnogi Busnes)
Rheolwr Llinell:	Rheolwr Maes Cwricwlwm

DISGRIFIAD SWYDD

Pwrpas y Swydd

Gweithio fel rhan o'r Tîm i ddarparu cymorth ar gyfer pob gweithrediad yn yr ardal waith berthnasol.

Cyfrifoldebau Allweddol

- Paratoi, dosbarthu, gosod a chlirio offer yn yr ardal waith
- Ymgymryd â dyletswyddau cymorth cyntaf ar gyfer staff a myfyrwyr ar fusnes y Coleg
- Cynnal amgylchedd gweithio glân a diogel
- Cyngori a chefnogi staff dysgu ar ddeunyddiau, lefelau stoc a gofynion offer ar gyfer yr ardal waith
- Darparu cymorth ymarferol yn yr ardal waith
- Cynorthwyo staff dysgu trwy ddwbl-staffio ar gyfer dibenion Iechyd a Diogelwch lle mae niferoedd myfyrwyr yn gofyn am hyn
- Cydlynu gwaith cynnal a chadw offer, gwneud archwiliadau cynnal a chadw rheolaidd a chadw cofnodion cysylltiedig
- Cynnal lefelau stoc a chyfarpar a chydlynu archebu defnyddiau traul a chyflenwadau
- Gwneud cyfrif stoc blynyddol o ddefnyddiau traul
- Gwneud cyfrif stoc blynyddol o asedau sefydlog yn y gweithdy perthnasol
- Cynnal ffeil cofnodion Iechyd a Diogelwch y Gweithdy
- Monitro Iechyd a Diogelwch ac adrodd materion i'r rheolwr llinell
- Gweithio gyda thîm Technegydd ac Ystadau'r Coleg pan fydd angen
- Cymryd rhan mewn gweithgareddau Datblygiad Proffesiynol
- Unrhyw ddyletswyddau eraill sy'n gymesur â chymwysterau a phrofiad.

Cyfrifoldebau Cyffredinol

- Gweithredu o fewn cyfyngiadau cyllideb, a sicrhau rheolaeth ariannol a gwerth am arian ym mhob gweithgaredd.
- Cyfrannu at ddiwylliant o welliant parhaus.
- Dangos ymddygiadau sy'n gyson ag arddull rheoli agored, gynhwysol a chyfranogol.
- Cymryd rhan mewn gweithgareddau datblygiad proffesiynol personol.

- Cydymffurfio â'r holl Bolisiau a Gweithdrefnau trawsgolegol, a chymryd cyfrifoldeb penodol am ymrwymiad y Coleg i amrywiaeth, cyfle cyfartal, ac am gynnal amgylchedd gwaith diogel ac iach.
- Cyflawni unrhyw ddyletswyddau eraill sy'n gymesur â'r swydd, cymwysterau a phrofiad.
- Cadw'n gyfoes â'r holl wybodaeth a datblygiadau arbenigol perthnasol - gan gynnwys deddfwriaeth - ac asesu effeithiau, gan sicrhau y caiff eu dosbarthu neu eu gweithredu'n briodol.
- Annog staff i ymgymryd â chyfleoedd diwydiannol fel rhan o weithgaredd ysgolheigaidd fel sy'n briodol
- Gweithio i'r safonau proffesiynol uchaf yn unol â Chod Ymddygiad Staff a chydymffurfio'n llawn ag ymrwymiad y Coleg i gydraddoldeb ac amrywiaeth.
- Diogelu a hyrwyddo lles plant ac oedolion bregus.
- Cydymffurfio â chanllawiau Polisi Gwarchod Data a Chyfathrebu Electronig y Coleg gan gynnwys defnyddio e-bost a'r rhyngwyd.
- Cymryd gofal rhesymol o'ch iechyd a diogelwch eich hun, a diogelwch pobl eraill yn unol â pholisiau a gweithdrefnau'r Coleg.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

MANYLEB Y PERSON

Meini Prawf Dethol	Hanfodol	Dymunol	Dull Asesu
Cymwysterau a Hyfforddiant	<ul style="list-style-type: none"> • Bydd angen cwblhau'r Dystysgrif Cymorth Cyntaf lawn a'r Cymhwyster Iechyd a Diogelwch yn llwyddiannus o fewn amserlen gytunedig os nad ydynt gennych yn barod • Bydd angen cwblhau cymhwyster technegol priodol yn llwyddiannus ar o leiaf lefel 2 o fewn amserlen gytunedig os nad gennych yn barod 	<ul style="list-style-type: none"> • Yn meddu ar gymhwyster technegol priodol ar o leiaf lefel 2 • Yn meddu ar Dystysgrif Cymorth Cyntaf llawn 	Ffurflen Gais
Gwybodaeth a Phrofiad	<ul style="list-style-type: none"> • Profiad o weithio mewn amgylchedd ymarferol • Profiad o weithio gyda phobl ifanc 	<ul style="list-style-type: none"> • Profiad o weithio gydag offer technegol 	Ffurflen Gais/ Cyfweliad
Sgiliau a Galluoedd •	<ul style="list-style-type: none"> • Sgiliau rhyngpersonol a chyfathrebu da 	<ul style="list-style-type: none"> • Gallu cyfarch yn Gymraeg er mwyn darparu gwasanaeth cwsmer 	Cyfweliad
Nodweddion Personol	<ul style="list-style-type: none"> • Hunanysgogol iawn • Hawdd siarad â • Hyblyg • Wedi'i ysgogi i ddiweddarau a gwella sgiliau personol a phroffesiynol yn barhaus 		Cyfweliad
Gofynion Arbennig	<ul style="list-style-type: none"> • Yn addas i weithio gyda phlant ac oedolion bregus 		Ffurflen Gais/ Cyfweliad