



Job Description

Title:	Trades Technician
Reports to:	Curriculum Manager
Based at:	Yorkshire Rose College
Hours of Work:	37 hours per week
Annual Leave	35 days including bank holidays (2 weeks to be used during Christmas closure)
Basis:	Permanent

Job Purpose:

- Prepare, cut, and assemble joinery materials and resource packs to ensure students have safe, appropriate, and ready-to-use materials for practical tasks.
- Set up, organise, and maintain joinery and construction workshops, ensuring all tools, equipment, and learning spaces are safe, clean, and fit for purpose.
- Support tutors in the delivery of practical sessions by facilitating activities, demonstrating safe use of tools where appropriate, and providing hands-on assistance to students.
- Ensure students are safely and appropriately supplied with tools, equipment, and materials, following all relevant health and safety procedures.
- Carry out routine maintenance, safety checks, and basic repairs of tools, machinery, and workshop areas, reporting any issues promptly.
- Work in line with college policies, professional standards, and statutory requirements, including those set out by Ofsted, with particular attention to the Quality of Education within the FE Education Inspection Framework.

Key Duties and Responsibilities

Trades technician is responsible to the Curriculum leader for carrying out the following duties effectively and efficiently:

Preparation of Materials and Learning Resources

- Prepare, cut, and assemble joinery kits and materials to specification, ensuring they are safe and ready for student use.
- Support students by finishing or preparing products when tasks exceed their safe working ability.

- Set up practical areas for joinery and construction sessions, ensuring all tools, equipment, and resources are available and fit for purpose.
- Maintain accurate inventories and databases of tools, equipment, and materials.

Support for Teaching, Learning, and Assessment

- Assist tutors during practical sessions across Joinery, Painting, Plastering, Brickwork, Tiling, and other construction disciplines.
- Provide hands-on support to students during practical tasks, under tutor guidance, ensuring safe and effective participation.
- Undertake practical demonstrations to reinforce teaching and learning.
- Support tutors in gathering evidence for student portfolios, qualifications, and RARPA outcomes.
- Work with students individually or in small groups adapting support to their needs.
- Encourage and promote student independence, confidence, and engagement in vocational activities.

Health, Safety, and Workshop Maintenance

- Ensure all workshop and preparation areas are clean, organised, and maintained to a high standard.
- Carry out routine maintenance, safety checks, and basic repairs on tools and equipment, reporting issues promptly.
- Implement and monitor maintenance schedules, liaising with external service contractors where required.
- Support compliance with all health and safety requirements, including risk assessments, COSHH procedures, safe storage of materials, and correct handling of chemicals.
- Ensure students are safely and appropriately supplied with tools, equipment, and materials in line with risk assessments and SEND needs.

Stock Control and Procurement

- Monitor stock levels across a trades areas, ensuring consumables and equipment are replenished in a timely manner.
- Order materials and equipment as required, liaising with suppliers and checking deliveries against orders.
- Maintain inventories where necessary.

Quality and Standards

- Raise standards and foster an ethos of excellence and endeavour to give every student the opportunity to meet their potential.
- Establish productive working relationships with students, act as a role model and provide information and guidance about their own learning, behaviour, and consequences of their own actions to promote self-esteem.
- Ensure adherence to the Quality Framework and provide comprehensive feedback into the annual Self-Assessment Report and Quality Improvement Plan.
- Uphold college policies, professional standards, and statutory expectations, including those relating to safeguarding, SEND, and the FE Education Inspection Framework.

General

- To strictly observe and follow staff code of conduct.
- To promote the highest standards of Health and Safety practice in relation to all aspects of the duties of the role and complete Risk Assessments for all activities.
- Support the college's implementation of all current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection and Data Protection (GDPR).
- To fulfil personal requirements, where appropriate, with regard to Trust and college policies and procedures, health, safety and welfare, emergency, evacuation and security.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- To work positively and inclusively with colleagues and stakeholders so that the Trust provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender, or disabilities.

- To attend training as required by the Trust to ensure that the best possible service is provided to our students and to each other.
- To observe at all times the Trust's policies, in particular those relating to Health and Safety at Work and Data Protection.
- Attending meetings, briefings and CPD events as required and taking in the necessary up dating required in the role.
- To complete all documents necessary to comply with HR policies and ensure that records are accurate and up to date.
- To be familiar with Prevent, British Values and the FE Ofsted Handbook.
- To undertake such additional duties or projects as determined from time to time by the line manager, after consultation with the post holder.

Person Specification

	Essential	Desirable
Qualifications	Qualifications are not essential for the position, however, be willing to undertake training	- Relevant, recent training and development - Hold a level 2 or above in English (Literacy) eg Adult Literacy, GCSE A-C, A-Levels* - Hold a level 2 or above in Maths (Numeracy) eg Adult Numeracy, GCSE A-C, A-Levels*
Experience	- Experienced in basic machinery use for joinery - Able to work as part of a team and communicate clearly - Able to understand and carry out instructions	- Experience working within an education environment - Experience working with people with behavioural needs - Experience of working with adults with hearing impairments, learning difficulties and/or disabilities
Knowledge	- Understanding of health and safety regulations and using or producing risk assessments - Commitment to safeguarding, equality and diversity and health and safety at the college - Understanding of the importance of maintaining confidentiality	Behaviour management strategies
Personal Attributes	Flexibility is essential to meet the needs of our students	- Understanding of own abilities, limitations and when to seek support - Resilient to daily changes at short notice - Willingness to deliver personal care