

DESCRIPTION OF POST

Job Title:	Technician – Pottery
Size of Post:	as per letter of appointment
Conditions of Service:	Local Government Conditions of Service
Grade & Scale Points:	LBR 2 – scale points 11 - 13
Hours:	to be agreed with line manager
Line Manager:	Facilities Team Manager

A. Overall Purpose of the Job

1. To provide technical support and assistance to tutors in the delivery of pottery provision building positive relations with the staff and learners
2. To order stock, maintain supplies and distribute stock to staff and learners

B. Main duties and responsibilities:

Technical

1. To liaise with the tutor to discuss what is required for sessions
2. To set out equipment and materials for class use and remove same when class is complete
3. To prepare, organise and assemble in a timely manner resources for tutor demonstrations and practical examinations
4. Prepare and mix glazes as and when they are required
5. Load & unload the kilns, undertake kiln firing
6. Keep clay gullies clear, recycle unused clay and assist with deep clean of studio once a year
7. To ensure that all storage is properly labelled in a clear, consistent manner and chemicals and other dangerous materials are kept in a secure locked cupboard at all times when not in use
8. To ensure no unauthorised person has unsupervised access to equipment and materials when not in use
9. To act as a role model for learners ensuring personal protective equipment is used where appropriate

Health & Safety

10. To dispose of used materials in a safe and approved manner and chemical and hazardous waste disposal requirements are met by adhering to SEPA regulations
11. To liaise with facilities team to arrange for the regular maintenance and safety checks on equipment.
12. To undertake visual checks of all equipment and resources, including portable appliances, informing the Facilities Manager immediately of materials and equipment found to be in an unsatisfactory/unsafe condition. To ensure this equipment is not used by staff or learners until facilities staff arrange for repair and disposal of such items
13. To advise on health and safety issues in relation to the use of equipment demonstrating safe and effective use of equipment where required
14. To assist Curriculum Manager And Facilities Manager with relevant risk assessments and COSHH procedures

Administrative

15. To maintain an accurate record of all inspections and tests carried out on equipment and resources and action taken or recommended
16. To maintain an inventory and records of departmental resources
17. To liaise with the finance team to order adequate stock levels to meet curriculum needs.
18. To receive and check deliveries of materials and resources and confirm receipt with the finance team.
19. To ensure all materials and resources purchased for re-sale to learners are recorded appropriately. Confirm price (including administrative charge) with finance team. Arrange re-sale to learners, handle cash, issue receipts and arrange for banking in accordance with finance procedures

C. General

1. To participate in performance review and continuous professional development (CPD) developing required knowledge, understanding and skills to deliver responsibilities effectively
2. To positively promote the Institute in all contact and communication with the public and learners
3. To follow all Institute policies and procedures

4. To undertake any other duties as may be reasonably requested commensurate to the level of experience and responsibility expected including supporting other teams at peak times

D. Person Specification: Pottery technician

Specification	Essential	Desirable
<p>Education and Training</p> <p>Formal qualifications and relevant training</p>	<p>1. English and maths GCSE A*- C</p>	<p>1. Technical qualification</p> <p>2. First Aid qualification</p>
<p>Experience</p> <p>Ability to undertake duties of the post</p>	<p>1. Experience of providing technical support in a studio or specialist training environment</p> <p>2. Experience of completing risk and COSHH assessments</p> <p>3. Experience of ordering stock and maintaining stock levels</p> <p>4. Ability to liaise with learners, tutors, other staff and suppliers</p> <p>5. Ability to work under own initiative and to collaborate with teaching staff to prioritise essential tasks</p>	<p>1. Previous experience of working as a technician or tutor on pottery courses</p> <p>2. Previous experience of preparing resources and equipment ready for practical assessments</p>
<p>Skills and Knowledge</p>	<p>1. Understand and implement regulations and safe working practices in line with Health & Safety policy and procedures</p> <p>2. Good knowledge of IT and use in stock control and inventories</p> <p>3. Up to date with new developments and products</p>	
<p>Personal Qualities</p>	<p>1. Good interpersonal and communication skills</p> <p>2. Take responsibility for own work and maintain high professional standards</p> <p>3. Work independently acting on own initiative as well as work as part of a team to deliver work through others</p> <p>4. Flexible approach responsive to internal and external customer needs</p> <p>5. Offer solutions and work towards resolving underlying issues</p> <p>6. Plan and organise work activities prioritising workload and meeting deadlines</p> <p>7. Positive attitude to change</p> <p>8. Committed to professional development and concerned to improve performance</p>	