

JOB TITLE: Furniture Technician

DEPARTMENT/TEAM: Furniture

SALARY RANGE:

REPORTING TO: Cove Coordinator and Apprenticeship Manager for Furniture

RESPONSIBLE FOR: No one

JOB PURPOSE

To assist furniture tutors in the preparation of tools and materials relating to furniture practical/theory classes.

KEY DUTIES/RESPONSIBILITIES

Maintaining equipment, organise stock, keep stock records and organised stock control, ensuring a clean, safe and secure working/training environment in the furniture workshops.

Ensuring the workshops, kitchen and classrooms are clean and tidy at all times

To assist with fire evacuation practices as required.

To ensure the security of the furniture workshops during breaks and dinner.

To ensure the security of the furniture workshops at the end of day which will include locking all the doors, security shutters and grills and setting the alarm.

To ensure at the end of the day all electrical items are switched off/isolated.

Ensure all fire exits are kept clear and unlocked whilst the workshops are being used.

Ensure that at all times Health & Safety is given top priority.

To ensure all visitors/contractors to the furniture workshops are signed in and out.

Any other duties required by the CoVE Coordinator/Apprenticeship Manager which are in keeping with the efficient operation of the furniture workshops.

To assist the CoVE Co-Ordinator to carry out Health and Safety Audits.

To assist the CoVE Co-Ordinator/ Tutors to empty the extraction system.

To assist CoVE Coordinator in arranging and running training courses as required.

To cover any other non-technical duties that may occur in relation to furniture workshops.

OTHER INFORMATION

Place of work: Bradshawgate House, 1 Oak Street, Accrington BB5 1EQ

Working hours: 35 hours per week (Monday to Friday)

Probationary period: 12 months

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS: Adherence to NLTG safeguarding policies and procedures including recognising, recording and reporting of allegations / disclosures in line with training and arrangements detailed within NLTG Terms and Conditions Handbook

TRAINING AND PERFORMANCE MONITORING: Initial Training Plan details training and developmental activities with mentor assigned to oversee progress. Employee will have minimum of 2 performance reviews per annum with at least 1 interim update of progress