

<b>Post Title:</b>	Site Technician	<b>Post Number:</b>	CS0878P
<b>Daily Supervision:</b>	Site Supervisor	<b>Grade:</b>	CSS Scale 2/3
<b>Department:</b>	Estates and Facilities	<b>Last Updated:</b>	October 2025

### Our Purpose: Be Ready...

*Realise Aspirations, Shape Futures, Serve our communities*

### Our Code:

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with....

Community

Accountability

Respect

Excellence

### Job Purpose

The work of the postholder is to assist the Site Supervisor based at Lincoln in carrying out duties as required and directed.

The role will also be responsible for the Health & Safety relevant to the position and ensure a high focus on customer service.



## Principal Duties and Responsibilities:

1. Be able to lock and unlock buildings and set alarms and fire alarm panels.
2. To carry out emergency procedures in the event of a fire or flood and to act as a fire marshal when required.
3. Report health and safety matters and concerns to the Health and Safety team.
4. Be a fire marshal, ensuring training is regularly updated, and act according as directed by the Health and Safety Officer.
5. When requested, assist with visitors and customers to ensure they find the correct location on campus, following the visitor policy as outlined.
6. Ensure deliveries are directed correctly and safely parked whilst loading/unloading.
7. Assist in the preparation and clearing of facilities, including those used externally by the college, for events undertaken and organised by the college, and as directed by the site supervisor.
8. To assist with college open days, evenings and taster days as requested by the Site Supervisor.
9. To be flexible in location of work cross college in the absence of colleagues within the Facilities department.
10. To dispose of refuse into skips or locating to areas for collection.
11. To take delivery of consumables, materials and any item as directed by the Site Supervisor, storing them and transporting the goods as instructed.
12. To undertake a variety of minor maintenance duties across the campus.
13. As requested by the Site Supervisor, ensure that all external hard surfaces are kept clean and free from dangerous materials.
14. To assist in the operation of the heating systems as directed by the Site Supervisor.
15. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
16. To work with the compliance technician based at Lincoln to ensure that all weekly/monthly checks are completed in a timely manner and recorded appropriately.
17. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
18. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
19. To maintain quality standards appropriate to the post.
20. To conform with the Health and Safety requirements relevant to the post.
21. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**



## Person Specification

Knowledge	PSM
1. Qualifications equivalent to Level 2 NVQ in a related discipline, ideally working towards Level 3 NVQ	A/I

Skills/Abilities – Interpersonal	PSM
2. Good customer care skills, with a helpful attitude	A/I
3. The ability to work as part of a team	A/I
4. Good oral communication skills	A/I
5. Good telephone manner	A/I
6. Ability to work on own initiative	A/I

Experience	PSM
7. Previous of experience of working in a similar role in an educational environment	A/I

Work Related Circumstances	PSM
8. The ability and willingness to undertake relevant staff development	A/I
9. The willingness to work flexibly, which includes cross college and to cover various tasks within the team	A/I

Skills/Abilities - Other	PSM
10. Able to undertake minor maintenance tasks	A/I
11. Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I
12. The ability to promote equality, diversity and inclusion throughout all aspects of the role.	A/I
13. Appropriate level of IT skills to undertake relevant duties, i.e. Word and Excel or the willingness and ability to undertake relevant training	A/I
14. Full Driving Licence	A/I

<b>Prepared By:</b>	<b>Gary Luff – Head of Facilities Operations</b>
<b>Date:</b>	<b>October 2023</b>

Proposed Selection Method Key (PSM)		
<b>A = Application</b>	<b>I = Interview</b>	<b>T = Test</b>

# VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

## OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;  
SHAPE FUTURES;  
SERVE OUR COMMUNITIES.**

## OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

### COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

### ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

### RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

### EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

## OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

