

<b>Post Title:</b>	Technician – Supported Education	<b>Post Number:</b>	CS1300P
<b>Daily Supervision:</b>	Curriculum Lead for Supported Education	<b>Grade:</b>	CSS Scale 3
<b>Department:</b>	Supported Education	<b>Last Updated:</b>	March 2026

**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**

To clean, provide technical support and organise provisions for the safe and hygienic delivery and operation of the curriculum within the Supported Education curriculum area.

The post is based at Lincoln, but may involve supporting at Newark College as part of the weekly curriculum.



## Principal Duties and Responsibilities:

1. Coordinate request sheets from lecturers, instructors/assessors, and students within the Supported Education department to ensure timely and cost-effective purchasing of provisions.
2. Place orders with suppliers, inspect, and store perishables upon delivery to ensure acceptable quality.
3. Raise purchase orders, receive and process invoices, verify prices and quantities, and manage departmental credit card responsibilities while maintaining accurate records and liaising with the Finance unit.
4. Organise the sales of surplus food from students' lessons, manage the receipt of monies, issue receipts, record transactions, and ensure all income is delivered to the Finance unit.
5. Maintain stock control systems for commodities, equipment, and chemicals.
6. Prepare and organise commodities for catering students' classes, the training kitchen, and functions.
7. Ensure that specialist teaching areas, stores, and equipment for construction and catering are maintained in a clean and hygienic state through daily and deep cleaning.
8. Purchase and safely maintain stocks of cleaning materials.
9. Ensure safe working conditions for staff and students by reporting any faults or hazards through the appropriate channels.
10. Participate in team meetings and complete any relevant actions arising from these meetings.
11. Analyse reports from financial systems detailing departmental expenditure, check for accuracy, and liaise regularly with the Learning and Skills Lead.
12. Maintain equipment inventories as appropriate.
13. Coordinate and organise the purchasing of student uniforms and equipment from a preferred supplier, managing any support for students from the Learner Support Fund.
14. Provide guidance and support to candidates in the collation of evidence and creation of evidence portfolios, as well as offer suitable work-shadow opportunities for students as part of their skills development.
15. Liaise with other technicians, lecturers, instructors/assessors, internal verifiers, employers, college staff, suppliers, and other related professionals.
16. Accept responsibility for the day-to-day operations and reputation of supported education kitchen and construction area.
17. Implement the College's Equal Opportunities policy in all personal contacts and within the area of responsibility.
18. Maintain professional standards and expertise by undertaking relevant professional development.
19. Maintain quality standards appropriate to the post.
20. Adhere to Health and Safety requirements relevant to the post.
21. Safeguard and promote the welfare of children and vulnerable adults 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. To be occupationally competent in Construction and/or Catering related subjects to NVQ level 3 or equivalent; or appropriate industrial experience.	A/I
2. A range of relevant Industry related qualifications linked to Catering and Construction.	A/I

Skills/Abilities – Interpersonal	PSM
3. Ability to work in a non-discriminatory manner	A/I
4. Ability to work within a team or independently	A/I
5. Ability to respond to the individual learning needs of candidates and individual needs of customers	A/I
6. Ability to work constructively towards LSL-area targets or objectives	A/I
7. Ability to implement the College’s Health and Safety Policy, including the production of risk assessments; and ability to comply with Environmental Health Officer requirements	A/I

Experience	PSM
8. At least 3 years of industry experience in Catering and Construction.	A/I
9. Evidence of implementing effective resource improvements, strategies or initiatives	A/I
10. Evidence of successfully working within an expenditure budget; controlling and recording stock levels; and maximising value for money	A/I

Work Related Circumstances	PSM
11. The ability and willingness to undertake relevant staff development	A/I
12. Willingness to work at times outside college calendar/day	A/I

Skills/Abilities - Other	PSM
13. Effective organisational skills with the ability to prioritise, action plan and meet deadlines	A/I
14. Ability to maintain accurate records	A/I
15. Appropriate level of IT skills to undertake relevant duties, ie. Word, Excel and Symmetry; or the willingness and ability to undertake relevant training	A/I
16. The ability to travel to wide geographical locations, including the ability to transport students using the College minibus fleet	A/I

<b>Prepared By:</b>	<b>Andrew Jones – Assistant Principal – English &amp; Mathematics</b>
<b>Date:</b>	<b>June 2024</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:

