

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Site Technician	Post Number:	CS1262P
Daily Supervision:	Senior Site Supervisor	Grade:	LCCSS Scale 2/3
Department:	Facilities	Last Updated:	April 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To assist the Site Supervisor based in Newark in the effective facilities management across all Newark College sites.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To assist with specialist consultants, contractors and suppliers employed by the college on property matters, as directed by the Senior Site Technician and Site Supervisor.
2. To carry out instructions from the Senior Site Technician and Site Supervisor as required, at any of the Newark College sites.
3. To carry out emergency procedures in the event of fire, flood, intruders, accident or major damage and to undertake and be responsible for the undertaking Fire Drills under the direction of the Site supervisor and / or Health & Safety Officer.
4. To ensure that the buildings are locked and unlocked, including the setting of alarms as required, together with ensuring the security of the buildings.
5. To complete maintenance tasks to a high standard.
6. To ensure the disposal of refuse and recycling waste into the appropriate collection bins and ensure all legislation is adhered to.
7. To undertake the relocation, carrying, reassembly and positioning of furniture/equipment using College Vehicles and lifting equipment as required.
8. To undertake the preparation and clearing up when there is a need use a building for a non-routine purpose, and ensuring the building is left secure.
9. To undertake the setting up of College buildings / external venues for College events ensuring resources are available to undertake the work required.
10. 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.
11. 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.
12. To maintain quality standards appropriate to the post.
13. To undertake first aid training and have a role on the first aid rota.
14. To conform with the Health and Safety requirements relevant to the post.
15. 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	Ability to work across Newark College sites	A/I

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

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

	Skills/Abilities - Other	PSM
9	Able to undertake minor maintenance tasks	A/I
10	Ability to work on own initiative	A/I
11	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
12	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
13	Full Driving Licence	A/I

Prepared By:	Penny Taylor Head of Newark Campuses
Date:	Feb 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test