**Plastering Workshop Assistant**

**Part Time (4 days), Term Time only (36 weeks)**

**Fixed Term until 30/6/25**

**£16,164 to £17,859 p.a (actual salary)**

We are looking to recruit an enthusiastic and outstanding plumbing workshop assistant who can make a real contribution to ensuring our learners have a great experience. This role is a 36-week, term time only, part time, 30 hour per week role worked over 4 days.

**What we are looking for:**

* Experience and knowledge of the construction industry.
* Organisational skills and health and safety awareness
* Passion for high standards, with excellent communication and interpersonal skills, with a proven record of providing outstanding support and service

**Duties/responsibilities:**

* Handling and movement of materials, as well as maintaining tidy workshop spaces.
* Maintain tools and equipment in plastering workshops and associated storage areas.
* Support with practical demonstrations

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station, Free parking on-site
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications

Having recently invested over £30 million in our facilities to provide our students with access to the best facilities and equipment.

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff.*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications.*

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date is 27th October 2024-** we reserve the right to close this sooner

**Job Description**

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| **Position Details:** | |
| **Title:** | Plastering Workshop Assistant |
| **Department:** | Construction/Plastering |
| **Fraction:** | Part time, term time only |
| **Status:** | Fixed Term |
| **Grade:** | Support Grade 5 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Head of Curriculum |

**Functional links with:** Students and Lecturers

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| **Job Purpose:** |
| To set out learning resources and equipment in plastering workshops, to support practical lessons as directed by the lecturing staff. To maintain tools and equipment whilst complying with Health and Safety at Work and environmental regulations. To prepare materials and workshop areas ahead of planned activities. |

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| **Main Duties and Tasks:** |
| * Maintain tools and equipment in plastering workshops and associated storage areas. * Dispose of materials, whilst following health and safety and environmental rules and regulations. * Prepare resources for practical classes as required by lecturing staff * Cleaning and maintaining the work environment to ensure equipment longevity and workplace safety * Be responsible for the distribution and collection of tools, equipment and materials required for the relevant courses. * Support with practical demonstrations. * Be responsible for the clearance of completed work and the recycling of materials by liaising with lecturing staff at the end of practical sessions. * Carry out planned maintenance of tools, equipment and machinery. * Report any major defects or repair problems to Head of Department. * To assist with annual equipment audit. * Assist with other departmental work when required. * To participate in and co-operate with the Performance Review programmes to ensure appropriate on-going staff development towards the College’s goals. |
| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. |
| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |

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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within NEL. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |
| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. |

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| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot Enterprises Health & Safety Policy are available in every Department and/or from Human Resources.   |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |
| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | * You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HOC Date: Nov 23  UPDATED BY: HR administrator Date: Sept 24 |

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| **Person Specification – Plumbing Workshop Assistant** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Recent relevant industrial work experience  Experience of maintaining tools and equipment used within the plastering/construction industry  Experience of working in a similar role.  Experience of stock | A / I  A/I  A/I  A/I |  |  |
| **Skills and Abilities** | Ability to work with a wide range of people  Good communication and numeracy skills  Able to competently use plastering equipment such as a cement mixer etc.  Have a good and up to date knowledge of general health and safety practice including manual handling | A  A / I  A  I  A/I | Basic IT Skills | A/I |

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| **Qualifications** | GCSE Maths and English or equivalent | | |  | Certificated first Aider/ Willingness to undertake First Aider Training | | A  A/I |
| **Personal Qulaities** | Able to work individually and assist others as part of a team  Observe relevant health and safety procedures, including the use of protective clothing and equipment and safe manual handling.  Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | A/I  A/I  A/I  A/I  A/I  A/I  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |