**Wood Machinist / Carpentry Technician**

**Full Tine, Permanent**

**£24,392 to £26, 939 p.a**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

At Nescot, we are recruiting for Construction Technician/ Wood machinist to join our campus based in Epsom, Surrey.

**What we are looking for:**

* Experienced Wood machinist
* Experience of tools and materials used within Carpentry and Joinery
* Relevant machinist Certificates – NVQ 2 or equivalent
* Passion for working with young people.

**Duties/responsibilities:**

* Operate and maintain woodworking machines.
* Cut, plane, shape and sand timber and composite materials to a required shape and size.
* Assist in the provision and delivery of technical services and facilities.
* Ensure compliance to Health and Safety within the teaching areas.
* Ensure minimum stock levels are maintained.

**Benefits:**

* 27 days holiday + Bank holidays
* A discounted on-site gym, Starbucks, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Blue light discount
* Cycle to work scheme.
* Free online qualifications
* Free parking on-site

*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. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”. At Nescot, we’re proud of our inclusive culture and we welcome all applications. Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**Interviews will be held as and when candidates apply**



**Job Description**

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| **Position Details:** |

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| **Title:** | Carpentry Machinist/Technical |
| **Department:** | Carpentry |
| **Fraction:** | 1FTE |
| **Status:** | Permanent |
| **Grade:** | Support grade 5 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** |
| **Responsible to:** Curriculum Manager |
| **Functional links with:** Students and Tutors |

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| **Job Purpose:** |
| Operate and maintain woodworking machines. Cut, plane, shape and sand timber and composite materials to a required shape and size. Assemble crafted timber and composite parts to make a variety of furniture items and building components.  To assist in the provision and delivery of technical services and facilities relating to the department. To ensure compliance to Health and Safety within the teaching areas. To ensure minimum stock levels are maintained and orders for resources are placed in a timely manner with due regard to budget constraints and value for money. |

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| **Main Duties and Tasks:** |
| * Set up and operate sawing, drilling, planning and joining machines * Obtain estimates for resources * Read and interpret work documents in order to prepare accurate cutting lists for jobs * Understand and use various timber and timber products to produce furniture items and building components * Assemble furniture and composite parts * Select and install hardware to furnishing (such as handles and hinges) * Prepare surfaces for finishing * To carry out other duties which may arise from time to time and which may reasonably be expected to fall within the grading of the post. * Clean and maintain work areas including machinery and tools to ensure safe working environments * Maintain, identify and analyses technical faults to machinery suppliers' requirements to ensure optimum performance and responsibility for carrying out first line maintenance to the tools, equipment and machinery. * To assist in maintaining material resources in designated workshops and associated storage areas and the general upkeep of all the workshops and associated storage areas. * Prepare resources for practical classes as required by lecturing staff. * Be responsible for the clearance of completed work and the recycling of materials * Carry out annual equipment audit and risk assessments * To supervise work placement students if required * Assist with other departmental work when required. * To participate in Performance Review programmes to ensure appropriate on-going staff development towards the College’s goals. * Be responsible for the supply and collection of tools required for the relevant courses. * To ensure that the required materials and equipment are available for the practical sessions. * Responsible for the stock control and inventory records and raising pre requisitions for consideration by the Lecturers. * Report any maintenance and repair problems to the Lecturers. * Be available for demonstrating and assisting in practical sessions when required. * Flexible working hours to accommodate * Assist with other Dept work as required |

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| **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. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s). * Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment |
| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College. * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values. |
| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College. * The postholder will undertake their duties in full accordance with the College’s 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 the College at the initial place of work or any other of the College's sites within the area. |
| **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 the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * The Health and Safety Policy is available through SharePoint, your line manager or via Onboarding. |

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| **Annual Leave:** |
| 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.  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: HoD Date: May 25  UPDATED BY: HR Date: May 25 |

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| **Person Specification – Carpentry technician/machinist** | | | | | | | | |
|  | **Essential** | | **How Identified\*** | | | **Desirable** | **How Identified\*** | |
| **Experience** | Recent relevant industrial work experience  Experience of tools and materials used within Carpentry and Joinery | | A  A | | | Experience of ordering stock and stock control  A relevant Craft Certificate would be an advantage.  Understanding of training environments  Experience of working with students | A  A | |
| **Skills and Abilities** | Range of wood machining skill  The ability to work to deadlines  Ability to work with a wide range of people | | A/I  I  I | | |  |  | |
| **Qualifications** | | Relevant machinist Certificates – NVQ 2 or equivalent  Health and Safety certificates  Willingness to undertake a Forklift truck operator’s certificate | | A / I  A  A | Forklift truck operator’s certificate | | | A/I |
| **Personal Qualities** | | Good team member  Works collaboratively  Commitment to integrating NESCOT’s equal opportunities policy into all areas of the College’s activities  Commitment to continuing professional development  A demonstrable commitment to Equality & Diversity and Nescot Values  Commitment to safeguarding, PREVENT & promoting the welfare of students  The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | I  I  I  I  I  I  I  I |  | | |  |

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| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |