

POST OF TUTOR/ASSESSOR

BRIEF JOB DESCRIPTION & TERMS

'The Training Centre', 5 Penrod Way, Heysham,
Morecambe, LA3 2UZ



MAIN PURPOSE OF JOB: -

- a) To train and assess young people in order for them to achieve Apprenticeship Frameworks and Standards and qualifications in Motor Vehicle Maintenance & Repair
- b) To prepare training workshops for workshop practice and practical demonstrations.
- c) To oversee workshop practical's, monitor Health and Safety practices, assist trainees where appropriate etc.
- d) To assist in the maintenance of Company vehicles within own knowledge and experience to ensure they are in a safe and legal condition.

The above list is not exhaustive and may be amended.

DIRECTLY RESPONSIBLE TO: Training Manager and Assistant Training Manager

COMPANY ACTIVITIES:

Lancaster Training Services Ltd (LTS) provide training facilities for the drivers of large goods vehicles, passenger carrying vehicles, fork lift truck operators and lorry loader operators. We provide training for drivers who transport dangerous goods (ADR) and a Danger Goods Safety Advisor consultancy service (DGSA). The Company is approved by the Road Transport Industry Training Board (RTITB), Independent Training Standards Scheme and Register (ITSSAR), International Powered Access Federation (IPAF), City & Guilds of London Institute and The Institute of the Motor Industry. LTS are contracted to the Education Skills Funding Agency (ESFA) to provide training and qualifications for Government funded training programmes. The In-House Training department is responsible for carrying out this Government funded training.

The post of Tutor/Assessor forms an essential part of the In - House Training team.

The person appointed will have:

- A sound Knowledge of motor vehicle systems and their component parts.
- The ability to impart knowledge to others.
- The ability to relate to young people whilst still commanding respect.
- An enthusiastic and flexible approach to all work activities

HOURS OF WORK

Based on a normal week of 40 hours, Monday - Friday 8.00 am to 5.00 pm with one hour for lunch. Hours worked outside the normal week will be paid at time and a half, taken as Time of in Lieu.

HOLIDAYS:

22 days paid holiday per year plus all public holidays (rising to 24 days after 5yrs, 25 days, after 7yrs and 27 days after 10yrs).

SALARY:

£14.42 per hr (£30000) rising to £16.50 per hr (£34320) dependant on qualifications, extra responsibilities and experience.

PENSION:

The Company operates an 8% of salary 'workplace' pension (7% non contributory 1% employee).

A probationary period of 6 months will operate initially. Wages will be paid monthly direct to a bank account.