



BUILDING CRAFTS COLLEGE



# **The Building Crafts College**

Lead Workshop Technician

May 2026



## BUILDING CRAFTS COLLEGE

### **Overview of the Vacancy**

Established in 1893 the Building Crafts College (BCC) is one of the country's leading independent providers of specialist education and training in the building crafts, construction and conservation sector. We offer apprenticeships and diploma courses to a diverse population of approximately 400 students a year across a range of disciplines including Bench Joinery, Furniture Making and Design, Site Carpentry, Stonemasonry and Bricklaying. The College works with a range of prestigious companies and organisations including The Royal Opera House, the National Theatre, Canterbury Cathedral and has prepared students for careers involving the conservation of well-known heritage sites such as The Palace of Westminster, Westminster Abbey, Buckingham Palace, Kensington Palace and The Royal Naval College, Greenwich, as well as major construction employers.

Constituted as an educational charity, the College is governed and financially supported by the Worshipful Company of Carpenters. BCC has a thriving student population: young 16-19 learners, apprentices, and adult learners. It also has a strong portfolio of employer and business contacts and has the ambition and strength to create a lasting difference in the local communities it serves, and beyond. It relocated to its current site in Stratford, East London, in 2001 and derives its annual income from public and charitable sources along with fees.

### **THE OPPORTUNITY**

We are seeking an experienced Lead Workshop Technician to oversee the safe and effective operation of our college wood workshop. You will ensure all machinery is fully maintained, enforce high standards of health and safety, and lead a small team of workshop technicians. Working closely with teaching staff, you will provide expert technical support to enhance student learning. We are growing our student numbers and updating the College's facilities and equipment: this role will have a significant influence on the design of a new wood mill and equipment for the future.

We are passionate about the crafts we teach and committed to the learners we serve, we have a strong community ethos at the College and you will quickly get to be on first name terms with both staff and students.

The College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share this commitment. Successful applicants will be subject to appropriate checks including an enhanced DBS check.



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### **REMUNERATION**

A competitive salary is set at circa £40,000. This will include 30 days per year annual leave plus an additional two weeks of leave whilst the College is closed over the Christmas vacation period. You will also have access to a generous employer's pension and private health care scheme.

We expect the majority of the Lead Workshop Technician's time will be spent on site at the College but we offer some flexibility so that staff can operate remotely when the need arises and by arrangement.

A full job description and person specification can be found below.

### **APPLICATION PROCESS**

Please send CV and covering letter – strictly no more than 3 pages in total – to David Pearham Senior Manager Employer Engagement and Apprenticeships via email [David.pearham@thebcc.ac.uk](mailto:David.pearham@thebcc.ac.uk)

Deadline for receipt of applications 12 noon Friday May 22<sup>nd</sup> 2026.



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### **Lead Workshop Technician – Wood**

#### **Summary**

We are seeking an experienced Lead Workshop Technician to oversee the safe and effective operation of our college wood workshop. You will ensure all machinery is fully maintained, enforce high standards of health and safety, and lead a small team of workshop technicians. Working closely with teaching staff, you will provide expert technical support to enhance student learning.

This is a full-time, on-site role with a competitive salary and benefits package. Occasional weekend work may be required. An enhanced DBS check will be required.

#### **Job Description**

The Lead Workshop Technician is responsible for the safe, efficient, and professional operation of the college wood workshop. The role ensures all machinery is fully maintained, safety standards are rigorously enforced, and high-quality technical support is provided to teaching staff and students. The post-holder will also lead and manage two workshop technicians and oversee preventative maintenance systems.

#### **Key Responsibilities**

##### Workshop Operations & Safety

- Ensure all woodworking machinery and equipment are fully maintained, serviced, and safe for use.
- Ensure all guards, safety devices, extraction systems, and emergency stops are operational at all times.
- Enforce high standards of health & safety, tidiness, and professional conduct across all workshop areas.
- Ensure all staff, students, and visitors entering workshop areas wear appropriate PPE.
- Maintain a safe learning environment in line with college policies and senior leadership expectations.

##### Maintenance & Equipment Management

- Oversee maintenance, sharpening, and replacement of blades, cutters, tooling, and consumables.
- Liaise with external contractors and suppliers for servicing and specialist repairs.



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- Develop and manage a digitised preventative maintenance schedule for all workshop machinery.
- Maintain accurate inspection, servicing, and repair records in line with statutory requirements.

### Technical & Teaching Support

- Prepare materials and components to support carpentry and woodworking projects.
- Ensure machining and preparation work is accurate, timely, economical, and environmentally responsible.
- Provide expert advice to staff and students on safe working practices and machinery use.

### Leadership & Supervision

- Lead, manage, and support two workshop technicians.
- Allocate work effectively and monitor quality to meet curriculum requirements.
- Support staff development, training, and performance discussions as required.

### General Duties

- Support inspections, audits, and compliance activities.
- Uphold safeguarding, equality, and college policies.
- Undertake other reasonable duties appropriate to the role.

### **Other**

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The above is an outline of the tasks and responsibilities of the role. The Lead Workshop Technician will carry out any other duties as may be reasonably required by the Principal. The job description and person specification and any accompanying documentation may be reviewed on an on-going basis in accordance with the changing needs of the College and do not form part of the employment contract.

### **Child Protection and Safeguarding Policy**

You will comply with the College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of students or staff.

### **Terms and Conditions of Service**

The Lead Workshop Technician will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an



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Enhanced Disclosure and Barring Service Certificate. The post holder will be required to participate in any College appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend any statutory and mandatory training.

### **Information Security, Confidentiality and Data Protection**

During the course of employment the Lead Workshop Technician may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

### **Equal Opportunities**

The Lead Workshop Technician must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

### **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.



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## **Person Specification**

### Essential Qualifications & Experience

- Level 3 qualification (or equivalent experience) in Carpentry & Joinery, Wood Machining, Furniture Making, or related field.
- Significant experience in a professional wood workshop environment.
- Extensive knowledge of specialist woodworking machinery and maintenance.
- Strong understanding of health & safety legislation (e.g. PUWER, COSHH).
- Experience leading or supervising staff in a workshop or technical setting.

### Skills & Attributes

- Excellent organisational skills with strong attention to detail.
- Effective communication skills with staff and students.
- Proactive, flexible approach with strong prioritisation skills.
- Strong teamworking and relationship-building capability.
- Confident and calm when enforcing safety standards.

### Desirable

- Experience working in an education or college workshop.
- First Aid at Work qualification.
- Experience using digital maintenance or asset management systems.
- Forklift or material-handling certification.
- Experience supporting students, apprentices, or trainees.