

The Leicestershire College

Job Description

1. Job Details

Job Title:	Forklift Workshop Supervisor – Stephenson College
Department:	Apprenticeship Delivery
Reporting To:	Technical Training Lead
Competency Level:	Curriculum support 2
Hay Grade:	G2/3
Salary:	£26,538 - £27,533 per annum
Date of Job Evaluation:	tbc
Date:	April 2026

2. Job Purpose

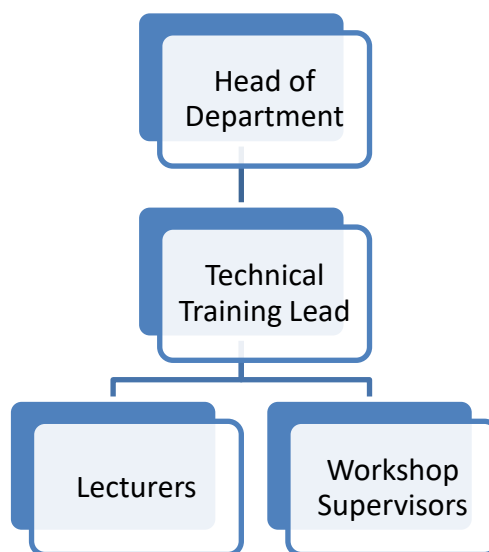
Support with the delivery of high-quality teaching and learning in the workshop by providing technical expertise, demonstrations, and leadership that sets high standards.

Manage workshop operations effectively by ensuring resources, budgets, health and safety compliance, purchasing, equipment maintenance, and the efficient running of End Point Assessments in line with statutory requirements.

3. Dimensions

Not applicable.

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- Ensure the Health and Safety of students in the use of equipment, tools and resources required to develop their skills and knowledge.
- Review, monitor and complete annual risk assessments associated with the workshop environment, including COSHH.
- Organise safe systems for storage of material and equipment.
- Ensure that workshop and ancillary areas, including the service yard and hygiene facilities are kept secure, clean and in a fit and safe condition of use.
- Maintain and keep up to date inventory and records of equipment and materials.
- Monitor and maintain stock levels and order replacements as and when required.
- Ensure that any materials or equipment are disposed of safely and in accordance with College procedures, statutory regulation or manufacturers' guidelines.
- Prepare, check and maintain the operation of equipment and machinery, carrying out routine maintenance, repairs or replacement, as necessary and ensure that appropriate servicing is completed, in accordance with maintenance schedules.

- Issue and record tools, equipment and materials to staff and students as required.
- Ensure the safe storage and issue of flammable and health injurious liquids
- Assist in the development of the workshop to ensure continuous improvement in practical training
- Receive and check all incoming equipment and materials
- Assemble, set out, check and dismantle equipment, tools, materials and vehicles
- Design, manufacture and construct equipment for use in the teaching/training programmes of the department
- Contribute to the production of teaching and learning materials and resources in the workshop environment
- Assist and lead in the delivery of practical training and give demonstrations in the use of equipment, tools, materials and repair and testing techniques, as appropriate.
- Assist in the preparation and organisation of formative and summative workshop assessments, including technical support, advice and guidance.
- Support teaching teams overseeing the quality of students' work and provide feedback to develop students' confidence and resilience within the workshop environment.
- Supervise and assist students as appropriate, providing students with support and guidance, under the instruction and guidance of a tutor.
- Safely move vehicles in the workshop as requested by staff and students (Being an experienced driver of material handling devices)
- In the event of absent staff, lead by example the planned workshop sessions as guided by the section head in order to maintain high student, learning experience.
- Lead the EPA process by applying faults to vehicles, preparing paperwork as required, support awarding body assessors during the EPA session.
- Provide technical support and demonstration to staff and students in the automotive provision with supplements and adds value to the teaching and learning experience of students
- Provide and lead on the delivery and assessment of new commercial work opportunities. Offer support with the strategic planning of such courses
- Notify the Section Head of any building maintenance requirements

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Manage workshop health, safety and compliance to all equipment, materials, spaces and activities	Ensure a safe, compliant and risk-controlled learning environment for students and staff
Maintain and control workshop resources and facilities	Ensure efficient operation, high availability and value for money
Provide technical expertise and practical training support to students, tutors, assessments and end point assessment activities	Enhance the quality, effectiveness and consistency of teaching, learning and assessment
Develop and improve workshop provision and commercial activity through equipment design, process improvement and new training opportunities	Support continuous improvement, curriculum delivery and strategic growth of the department

8. Key Working Relationships and Communications

Internal: College group staff, learners and support services

External: Assessment and quality bodies, industry and commercial partners, suppliers and contractors and regulatory bodies

9. Scope for Impact

Not applicable.

10. Competency Profile

The following profile is a description of the required competencies of the role:

<p>Working with Excellent People</p> <p>Own actions and behaviours are inspiring and engage others considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support.</p> <p>Increases employee engagement Communicates with accuracy; enables mutual understanding; confident presenter.</p>	<p>Responsiveness</p> <p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas.</p> <p>Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions.</p> <p>Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.</p>
<p>Ensuring Financial Sustainability</p> <p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Self-Awareness</p> <p>Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies.</p> <p>Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p>
<p>Delivering Excellent Quality</p> <p>Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge.</p> <p>Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.</p>	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a Level 3 or equivalent in a relevant engineering subject area (e.g. forklift truck maintenance and repair)	•		Application/ Interview
2.	Possess a Level 3 or above in education and training (or be willing to achieve this within 2 years)		•	Application/ Certificates
3.	Possess a A1 Assessor award or be willing to work towards this		•	Application/ Certificates
4.	Possess a V1 Verifier award or be willing to work towards this		•	Application/ Certificates
5.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
6.	Recent and relevant industrial experience in working with material handling devices or equivalent knowledge working with related systems. (Hydraulics, vehicle electrics, new technologies)	•		Application/ Interview
7.	Relevant knowledge of the sector	•		Application/ Interview
8.	Knowledge and experience of the health & safety requirements within an engineering/workshop environment	•		Application
9.	Previous experience of working with young people/adults		•	Application/ Interview
10.	Have supervisory experience (staff or apprentices)		•	Application/ Interview
11.	Have training/teaching experience		•	Application/ Interview
SKILLS & KNOWLEDGE				
12.	Good interpersonal skills, able to work well with a range of people and be able to respond clearly and flexibly to individual needs	•		Application/ Interview
13.	Able to work independently and within a team contributing to the development of teaching, learning and assessment	•		Application/ Interview
14.	Effective time management skills, able to work to deadlines	•		Interview
15.	Able to give clear instructions and guidance to students	•		Interview
16.	Confidence to work with a wide range of people		•	Interview
17.	Previous experience of working with young people/adults		•	Interview
18.	Able to contribute to the development of teaching, learning and assessment resources and materials		•	Interview

19.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
20.	Willingness to travel as and when it is required	•		Interview
21.	Possess a full driving license and access to a vehicle for business purposes		•	Interview
22.	Have a license and experience to drive a forklift truck		•	Interview
23.	Promote the College's equal opportunities policy and practices	•		Interview
24.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in April 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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