

# Capel Manor College

## Practical Instructor in Floristry and Event Styling

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Practical Instructor in Floristry and Event Styling
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale 4 Point 15-18
<b>Responsible to</b>	Head of Floristry and Events Styling
<b>Location</b>	Mottingham
<b>Contract</b>	Part-time, Permanent

### Key Responsibilities:

The key responsibility of the Practical Instructor in Floristry and Event Styling will be supporting and resourcing the teaching staff across all courses within the college's specialist school of Floristry and Event Styling to include the sourcing, ordering, invoicing and preparation of necessary floral and non-floral materials required for all practical activities carried out. They will be required to carry out demonstrations and technical instruction to students in a wide range of floristry, balloons and event styling subjects. They will be responsible for coordinating and managing the planning, monitoring of numbers, communicate to tutors and applicants associated with workshops, master classes, taster days and short course being offered within the school.

### Responsibilities:

1. Monitoring stock levels within all resource areas across all centres, maintaining equipment and resources to meet health and safety requirements including the safe and orderly storage of floral and non-floral materials.
2. Support the tutors by collating weekly course materials lists, sourcing suitable resourcing items, invoicing and liaising with the suppliers with a clear budget in mind. When required communicate and make suitable decisions with the academic tutors for alternatives or substitutes, raising any queries directly with the suppliers if necessary.
3. Taking delivery of the incoming orders, check the delivery for quantity and completeness, collate and condition floral and non-floral materials acting as a point of communication across all centres. This may at times involve overseeing work experience student's carryout this activity and visiting the wholesaler to pick up any required materials.
4. Support to maintain a safe working environment at all centres to include the curriculum area storage and cold storage facilities. Demonstrating an awareness of stock rotation and recording wastage.
5. Maintain accurate records using college processes and finance systems either electronic or paper based to include breakdown of costs per item and individual courses.
6. Accurately record and report inventory and financial reports to both Head of school and the finance manager/director when requested.
7. Support tutors with any set up of resources prior to the start of the class as required to include full cost workshops and short courses.
8. Undertake demonstrations and technical instruction within the school on a range of accredited full time and part time courses to also include full cost workshops and master classes as directed by the course manager. This may at times require the assessment of students' practical abilities.
9. Ensure that all requirements and regulations relating to health and safety are adhered to at all times. Ensure that the health and safety of students are maintained whilst undertaking practical sessions.
10. Assist with the supervision of students and those carrying out work experience as required for internal and external events, commissioned projects and educational visits. To include overseeing, the general welfare of students and report any matter of concern affecting an individual, or group of students, in the first instance to the relevant course tutor or manager.

11. Establish and maintain a range of educational demonstrations and visual aid materials. Assist in the preparation and set up of display material for College shows and events and external exhibitions.
12. Coordinate and manage the planning, monitoring of numbers, communicate to tutors and applicants associated with the workshops, master classes, taster days and short course being offered within the school. Ensuring suitable resourcing is available for these across all centres.
13. Perform any other duties consistent with the role and/or reasonably required by line manger including attending team meetings and team development days.

### **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- A relevant Floristry qualification at to level 3 or above
- A Balloon Artistry qualification or experience

### **Experience**

- Experience of working within the Floristry industry
- Experience of working in an educational or training environment
- Experience of working with students and those carrying out work experience for internal, external events and educational visits
- Experience of working in a supervisory role
- Experience of working with students with moderate learning difficulties or disabilities

### **Skills, Abilities and Knowledge**

- Have good plant and flower identification knowledge
- Have some knowledge for invoicing, stock taking and resourcing for multiple orders
- The ability to communicate effectively orally and in writing
- Effective communication
- Excellent organisation skills and ability to work on own initiative and as part of a team
- The ability to work on own initiative and as part of a team, supporting others as required

### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required