

JOB DESCRIPTION

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| JOB TITLE: | Engineering Workshop Technician |
| NORMAL LOCATION: | Silverstone |
| SCALE & SALARY RANGE: | £18,000 - £23,500 FTE pro rata |
| HOURS OF WORK: | 9am – 5pm, term time only |
| RESPONSIBLE TO: | Head of Faculty |

OVERALL PURPOSE OF JOB

To work as an Engineering Technician servicing the UTC's workshops and supporting the teaching staff in all engineering disciplines and supervise student learning activities.

DUTIES AND RESPONSIBILITIES

- 1 Preparation of workshop apparatus/equipment and materials as required, advising and assisting in the preparation and trialling of practical's and examinations and to keep confidentiality where necessary.
- 2 To collect and replace equipment and materials after use and clean when necessary.
- 3 To check and maintain equipment is in good working order and, where possible, repair of apparatus.
- 4 To supervise students while working with the engineering equipment. To support, guide and supervise groups of students with their planned learning activities.
- 5 To work with the teachers to develop lessons, work plans and the classroom environment
- 6 To support student achievement by providing constructive feedback to students on their work measured against the learning outcomes.
- 7 To be proactive in managing behaviour, promoting self-control, independence and integration of the students.
- 8 To assist with the ordering & storage of equipment, stock and stationery.
- 9 Organising the stock taking of all equipment, with relevant risk assessments, and using storage and disposal arrangements as required.
- 10 Safe disposal of restricted waste materials.
- 11 To check and update the department's inventory, on an annual basis.
- 12 To undertake routine safety checks as prescribed and maintain a safe environment.
- 13 General clerical duties concerned with keeping textbooks and coursework (as required) in good condition.
- 14 Responsibility for Health and Safety within engineering department, writing risk assessments for experiments and demonstrations, informing staff about potential risks when necessary. Ensuring Health and Safety records are accurately maintained and up to date.

- 15 To attend relevant courses concerning the work of technicians and to keep up to date on Health and Safety matters.
- 16 To act as a First Aider for the area.

General duties applicable to all staff employed at the School:

| Duty | | Description |
|------|-------------------------------------|--|
| A | School policies | To undertake all duties and responsibilities in accordance with School policies, including Equal Opportunities; Data Protection; Health & Safety; Child & Vulnerable Adult Protection; and Quality and Financial regulations. To report any concerns to the appropriate person |
| B | Training & professional development | To take full responsibility for personal professional development and training |
| C | Performance appraisal | To participate in the School Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to update skills and meet the requirements of the School and Departmental Strategic Plans |
| D | Flexibility | To undertake such other duties as may reasonably be required, commensurate with grade, at place of work or other School campus or premises |
| E | Probationary period | The postholder should be able to do the job competently after 6 months |

This is a description of the job as it is at present constituted.

It is the practice of the School to periodically examine employees' job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the School's aim to reach agreement on reasonable changes, but if agreement is not possible the School reserves the right to insist on changes to your job description after consultation with you.

Signed: Date:
Post Holder

Signed: Date:
Manager

PERSON SPECIFICATION:

| Criteria | Essential | Desirable |
|-------------------------------------|---|--|
| Education and Qualifications | <p>Must be educated to at least GCSE Level in a Science subject.</p> <p>Good all round level of education to include Maths and English to GCSE (Grade A – C) or equivalent level (Level 2).</p> <p>First Aid Certificate or willingness to achieve within a specified time period.</p> <p>Competent Microsoft Office user.</p> | <p>Good all round education to include relevant qualifications at level 3 in a Science subject.</p> <p>HLTA qualification preferred.</p> |
| Experience and knowledge | <p>Previous technician experience.</p> <p>Experience of managing and organising resources.</p> <p>A good knowledge of relevant Health and Safety requirements.</p> <p>Demonstrable knowledge of Equality and Diversity.</p> | <p>Understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge.</p> <p>Previous experience working in an educational environment.</p> |
| Skills and Abilities | <p>Relevant practical skills.</p> <p>Well organised with excellent attention to detail.</p> <p>Good interpersonal, time management and organisation skills.</p> <p>Flexible and adaptable individual.</p> <p>Articulate and capable of working on own initiative.</p> <p>Ability to work positively with children and young people.</p> <p>Understands the importance of following school policies and procedures, and able to show initiative where appropriate.</p> | |
| Other | Demonstrable commitment to UTC vision and values | |

SAFEGUARDING

The governing body is committed to safeguarding and promoting the welfare of children and young persons and must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will therefore be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).