

Job Description

Engineering Workshop Technician, Berkeley Green UTC



Job Title	Engineering Workshop Technician, Berkeley Green UTC
Department	Engineering
Reporting to:	Head of Faculty Engineering – Berkeley Green UTC
Post reference:	
Main Purpose of the role	
The core purpose of this post is to be responsible for providing technical service to the UTC in engineering. The role involves providing practical, technical and administrative support to the engineering and DT department, ensuring that engineering materials, machines and equipment are well-maintained and ready to use, and assisting during practical lessons, clubs and events.	
Key Tasks / responsibilities:	
Activities relating to practical work <ul style="list-style-type: none"> • Ensure hand tools and machines are kept clean and in optimum condition • Regular maintenance and repair of equipment and machines plus regular record keeping and stock checking • Conduct Health and Safety checks and risk assessment review • Preparing and setting up equipment, materials and resources for a wide range of Engineering and Resistant Materials classes and project work. • Checking and cutting materials as required by students/teachers using appropriate machines: Mills, lathes, CNC, etc. • Supporting teachers and students in practical lessons, assisting with and demonstrating specialist equipment • To clear away materials and equipment quickly and efficiently after use, ensuring smooth lesson transitions and that specialist teaching areas are well ordered and tidy • Making devices, e.g. jigs and materials for tool storage and practical projects Administrative tasks <ul style="list-style-type: none"> • Regular filing, printing and collation of student resources • Inputting data using the UTC's ICT systems Stock control <ul style="list-style-type: none"> • Maintain regular stock control, organise and inventory of materials and equipment in Engineering workshops and store rooms • Prepare stock orders for Engineering. Check deliveries • Source and order tooling and materials required for course delivery Display <ul style="list-style-type: none"> • Mount work/resources and put up classroom and corridor displays for Engineering classrooms • Organise and maintain a portfolio of high quality display work suitable for special events, open evenings etc • Assisting with Engineering exhibitions/displays 	

Key Interfaces					
<ul style="list-style-type: none"> • Head of Faculty of Engineering • UTC Engineering Staff • SGS College Engineering Staff • The Administration Team • Students • Employers 					
Supporting SGS Academy Trust's Goals and Values					
<p>In addition to the particular requirements and characteristics of individual roles, all staff employed by SGS Academy Trust are expected to actively support the achievement of SGS Berkeley Green UTC's goals and, at all times, both internally and externally, to behave in a manner consistent with our mission and values. This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the SGS-AT achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of SGS-AT as one that is committed to the highest standards of delivery and service. • Sharing the SGS-AT's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the SGS-AT's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety. 					
Measurable Performance Standards for this role					
<ul style="list-style-type: none"> • To be developed in conjunction with the Head of Faculty of Engineering 					
Level of Disclosure and Barring (DBS) disclosure required					
<ul style="list-style-type: none"> • Enhanced with child barred list checks 					
Author and Date					
Andrew Keenan – October 2018					
Job Evaluation (for HR Completion)					
Score		Profile		Level	

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Engineering Technician - SGS Berkeley Green UTC



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
GCSE Maths and English grade C or above or equivalent		✓	Application form/certificates
Engineering related qualification at Level 2 or above	✓		Application form/ interview
Health and safety qualifications	✓		Application form/ interview
Evidence of relevant Continuing Professional Development	✓		Application form/ interview
Experience and knowledge			
A practical mechanical engineering background	✓		Application form/interview
Experience of working with technical engineering equipment	✓		Application form/ interview
Supporting students in a school or college based environment		✓	Application form/ interview
Skills and abilities			
Practical hand skills, working with metal.	✓		Application form/interview
Skill in operating a range of engineering equipment	✓		Application form/ interview
Ability to demonstrate technical engineering skills to students.	✓		Interview

Ability to work as part of a team and independently	✓		Application form/ interview
Essential SGS-AT attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview