

**Team** Engineering and Construction

**Salary** Scale point 3, £21,081 to £22,257 per annum

**Job Summary** Newham Sixth Form College (NewVIC) is London's largest sixth form college. It is a vibrant centre for sixth form education with the great majority of students coming from our local schools in Newham. Our mission is to create a successful learning community and our values are:

- Ambition: we have the highest expectations of ourselves and our students
- Challenge: we aim consistently for excellence and we are accountable to each other for work and behaviours
- Equality: we respect, value and care for all members of our community

As mechanical engineering technician you will support the team in preparation, delivery, workshops and events. You will provide technical expertise across a range of support duties including lesson preparation, in-class support and equipment set-up, maintenance and testing, ensuring a professional and friendly service is provided to students and staff. To be successful in these roles you will have detailed knowledge of your specialist area of work including the operation and basic maintenance of equipment. In addition, you will be aware of relevant health and safety regulations and be committed to promoting safe working practices for students and staff

A job description for this post is attached to give you more information. Please note, this is a new permanent post and some aspects of the role may therefore be subject to minor change.

**Closing date** 12.00 noon on Monday 8 January 2018

**Vacancy ID** OP/19

**Application process** To apply for this vacancy please complete the application form (available from [www.fejobs.com](http://www.fejobs.com) or [www.newvic.ac.uk](http://www.newvic.ac.uk)). Applications can be submitted on-line, emailed to [jobs@newvic.ac.uk](mailto:jobs@newvic.ac.uk) or posted to Human Resources, NewVIC, Prince Regent Lane, London E13 8SG. Please ensure you allow sufficient time for your application to reach us as we cannot accept applications past the closing date/time.

Candidates are shortlisted on the basis of their written application and the extent to which they meet the standard criteria. You are advised to ensure that you use your supporting statement to indicate the extent to which you meet each of the criteria in the person specification below.

**Selection process** Shortlisted candidates will be invited in for a selection day that may include a briefing, a written assessment, a practical test and an interview.

## Job Description Mechanical Engineering Technician

**Reports to:** Programme Team Manager for engineering and construction

**Main Purpose/  
Main Activities:**

**Technical Responsibilities:**

1. To prepare for classes and provide in-class technical support to teachers and students working within engineering and technology rooms, workshops and laboratories.
2. To assist staff in setting up learning environments in mechanical engineering rooms, workshops, and laboratories, for student classes and assessments.
3. To carry out basic maintenance in the engineering and construction rooms and other technical rooms as appropriate including the regular inspection and servicing of the dust extraction system.
4. To administer orders, labeling of equipment, stocking and maintenance of inventory.
5. To construct, test and prepare mechanical experiments and demonstration examples.
6. To trouble shoot workshop equipment as required.
7. To arrange for repairs to equipment under warranty, including communication with suppliers, boxing up and completing relevant paperwork.
8. To undertake first-line repairs to equipment out of warranty.
9. To administer diverse and dynamic student accounts within the laboratory as requested by staff.
10. To assist new staff in the use of the system.
11. To keep an inventory of workshop and laboratory equipment including lap-top computers and projectors, and any other equipment, tools and components used by staff and students within the mechanical workshop/ design laboratories.

**Team Responsibilities:**

*A strong sense of communal working and shared responsibility is vital in ensuring that a consistent service is provided.*

1. To assist in the provision of a welcoming and professional technical service, thereby assisting in the promotion and maintenance of excellent customer relations between the college and its students, staff, visitors, business clients and the public.
2. To deal with any enquiries, suggestions or complaints swiftly and appropriately and referring issues to local management as necessary.
3. To provide cover and support to colleagues within the team during periods of absence and annual leave, as required.
4. To attend the regular team meetings.

## **Person Specification Mechanical Engineering Technician**

The requirements detailed below are all essential or desirable for the post. You should demonstrate how you meet them all in the supporting statement of your application.

### **Qualification**

1. Minimum of level 3 qualification , including GCSE grade C or above in Mathematics and English or equivalent

### **Experience/Knowledge**

2. Experience of working in a related technical environment e.g. laboratory/workshop/industry.
3. Experience of working in an educational environment.
4. Knowledge of safe working practices and Health and Safety guidelines relating to specific work areas and the workplace in general.
5. Knowledge of mechanical engineering principles.
6. Knowledge of relevant equipment sufficient to undertake first-line maintenance and/or identify more serious faults for specialist attention.

### **Skills/Abilities**

7. Ability to communicate clearly both verbally and in writing.
8. Ability to work under pressure, be self-motivating and deliver to target
9. Numeracy and literacy sufficient to complete and maintain basic records (manual and computerised) and carry out detailed instructions.
10. Ability to work effectively as part of a team
11. Ability to understand, apply and promote NewVIC's Single Equality Scheme

## Other Information

Health and Safety - all employees must comply with the requirements of the Health and Safety at Work Act 1974 and affiliated regulations. Employees are also required to comply with the college's Health and Safety Policies and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Where the college has a statutory duty with regard to health and safety employees are required to co-operate with the college and its managers and officers so far as is necessary to enable the college to meet that duty. This includes using equipment and substances in accordance with training and instruction and the reporting of serious dangers to your own or others' safety.

The College operates a smoke-free policy and the post-holder is prohibited from smoking in any of the College's buildings, enclosed spaces within the buildings, and College vehicles. Staff will not be released for a break that is specifically for smoking.

Equality – the postholder must be committed to the college's Equality and Diversity Policy and advancing equality through our Equality Objectives.

Annual leave – the postholder will be entitled to 23 days annual leave per annum, plus three compulsory closure days between 25 and 31 December.

Performance – the postholder will be required to participate in performance reviews and undertake a plan of training where necessary.

NewVic supports the professional development of its staff. The strong team culture in the college provides a stimulating environment in which to develop your skills. Development needs are discussed during the appraisal process and there is a generous budget for staff development requests that support team and college objectives.

There is an induction programme for new staff.

Confirmation of appointment is subject to a satisfactory 10 month probation period.

The post holder will be required to adhere to College policies and procedures.

This post is eligible for membership of the Local Government Pension Scheme (LGPS).

In addition to the responsibilities listed above, all employees must be adaptable in their approach and undertake other duties that are commensurate with postholder's level, wherever they may be, to achieve the objectives of the College.

The post holder will be required to have a clearance from the Disclosure and Barring Services. Criminal convictions will only be taken into account when they are relevant to the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment and participate in statutory training.

- **Useful websites**

NewVic

[www.newvic.ac.uk](http://www.newvic.ac.uk)

The college's own website

The 2015 Ofsted inspection report on NewVic

<http://www.newvic.ac.uk/news/publications/Ofstedinspection2015.pdf>

Newham Council

[www.newham.gov.uk](http://www.newham.gov.uk)

The website of Newham Council