

UTC@harbourside Job Description

Role: Engineering and Design Technician

Reports to: Leader of Engineering

Start date: September 2017

Working Hours: 8:30am-4:30pm Monday – Friday, full Time. 25 days holiday per annum, plus up to an additional 15 days holiday for any evenings worked to support Open Events etc.

Salary: £18,000 to £21,000 per annum dependent on experience

Overview

We are looking for an Engineering and Design technician to be a key part of the engineering department. They will take responsibility for the technical support in all areas of the engineering department by the preparation of tools, equipment and materials for lessons, to undertake a practical health and safety role for the school and to service machinery within the department.

You will have a unique opportunity to work with a forward thinking and innovative department:

- Support a thriving Engineering department
- Work alongside a passionate and dedicated team who place a high priority on your continuing professional development.

We are looking for a talented, passionate experienced and enthusiastic professional to take the role of DT Technician/Instructor for the school and to be an active member of the engineering department.

As an engineering technician you will have the following:

- Experience in one or more engineering or design field
- Experience in using industrial lathes, pillar drills, CNC machines, laser cutters and mills
- Ideally, experience of working in an educational context, preferably a school
- A high level of drive and motivation
- Excellent organisational and inter-personal skills.

Main responsibilities:

1. Monitoring and servicing of all machinery in the workshops. This included changing blades or papers where required.

2. To draw up and maintain an inventory of equipment for the engineering department and organise store rooms and store cupboards.
3. To maintain engineering department resources and keep a record of stocks. Maintenance of materials and hand tools to be done on a regular basis
4. As the department grows, assist in the introduction of new equipment into the workshops.
5. Preparing materials, such as cutting wood/ plastic to size, for student use.
8. To prepare materials for engineering lessons, as requested by each member of department.
9. Printing, scanning, photocopying and laminating and mounting pupil's work.
10. Creation of lesson resources for practical lessons such as jigs and formers.
11. To carry out daily tasks as directed by the Learning Leader and department teachers.
12. To ensure all tools and equipment are stored securely after use.
13. To ensure all pupils' work and unused material is returned to the appropriate storage area.
14. To assist in preparing classroom and corridor displays.
15. To inform (and if required arrange) for the regular safety inspections of all machinery and equipment.
16. Assist in completion of Risk Assessments and the implementation of the engineering H&S policy. Keep records of all risk assessments and certificates up to date.
17. To support teachers in the delivery of lessons in Engineering at Levels 2 and 3, in particular to work with small groups of students on their 'challenge projects' and coursework assignments and subject to negotiation/agreement teach elements of the courses.
18. To be able to demonstrate and supervise the use of technical equipment in engineering
19. To ensure the workshop rooms are kept secure, clean, tidy and free from all hazards, and to report any building maintenance issues on behalf of the department.
20. To ensure departmental first aid boxes are kept up-to-date and stocked.
21. To support with site maintenance, health and safety or operations duties as directed by the principal
22. To carry out other tasks reasonably requested by the Leader of engineering, in accordance with the post holder's skills and qualifications.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.



Your duties will be as set out in the above job description but please note that the UTC reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

This post is subject to an enhanced DBS disclosure.

The post holder must be committed to safeguarding the welfare of children.