

JOB DESCRIPTION			
JOB TITLE	Workshop Manager	SALARY	ALET Business Support Pay Scales SP 12 – 17 £28,598 to £31,022 FTE (£26,436 to £28,677)
RESPONSIBLE TO	Head of Specialisms	LOCATION	UTC Swindon
DIRECT REPORTS		TEAM	Engineering Department
LAST REVIEWED		Signatures (employee and line manager)	
JOB PURPOSE			
To support our Engineering and Specialisms Department helping students develop the technical and employability skills needed for successful careers in engineering, manufacturing and technology. To play a key role in maintaining our workshops and technical facilities, ensuring a safe, organised and engaging learning environment for both students and staff.			
MAIN DUTIES AND RESPONSIBILITIES			
- Responsible for the day-to-day safe and efficient running of our workshop. - Provide technical learning support to staff and student users of our workshop. - The post-holder will be an enthusiastic and approachable individual keen to transfer skills and open to learning new skills relevant to an educational environment. - Teach workshop practices and machining to small groups of sixth form. - Able to work positively with young people aged 14-19 while maintaining the safety and wellbeing of personnel within the workshop. - Assist Engineering teachers in practical sessions with students. - Maintain machinery to ensure maximum availability. - Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. - Keep work areas clean and tidy. - Responsible for requesting the purchase of consumables, materials, fixings and fastenings and machine tools to ensure the smooth progression of projects through the workshop. - In a potentially very dangerous working environment, the technician is responsible for maintaining safe working practices, keeping COSHH information up to date and ensuring everybody is conversant with this information.			

- Assist students and staff in the building of projects and throughput of coursework within the workshop.
- Interact positively with students and always uphold safeguarding procedures.

GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan.
- To demonstrate professional behaviours and attributes at all times.
- To ensure that activities under your control are carried out in accordance with the Trust's safeguarding, health and safety, and other relevant policies and procedures.
- To safeguard the welfare of children, young people and other vulnerable individuals with whom you come into contact, contributing to a learning environment where students feel safe, supported and where British values are promoted.
- To take reasonable care for your own health and safety and that of colleagues, visitors and others who may be affected by your actions.
- To work flexibly and undertake other duties as reasonably requested, consistent with the nature of the role.

Specification	Essential	Desirable	Evidence
Qualifications	GCSE Maths and English grade C or 4	Appropriate professional qualification First aider qualification (or willingness to undertake training)	
Experience	Have experience of a practical workshop engineering environment e.g. fitting, turning, milling including CNC operations.	Working in an educational environment	
Skills / Abilities	A thorough understanding of and experience with machining and fitting techniques including milling, turning and welding.	Ability to use a 3D CAD package Good working knowledge of practical requirements for Level 2/3 Engineering qualifications	

	ICT skills including but not limited to; word, excel, outlook, PowerPoint, publisher Ability to organise and meet deadlines Constantly improve own practice/knowledge through self-evaluation and learning from others Ability to relate well to young adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.		
Other Requirements	Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education Ability to integrate equality policies into service delivery and employment practices Ability to work well under pressure Good attention to detail Uses initiative Good communication and ambassadorial skills Ability to turn hand to anything A 'can do' attitude Dress in line with the UTC's dress code. Behave in a professional manner	Knowledge of appropriate national standards Understanding of multicultural issues in the context of a secondary school	

ATTRIBUTES



PROFESSIONAL

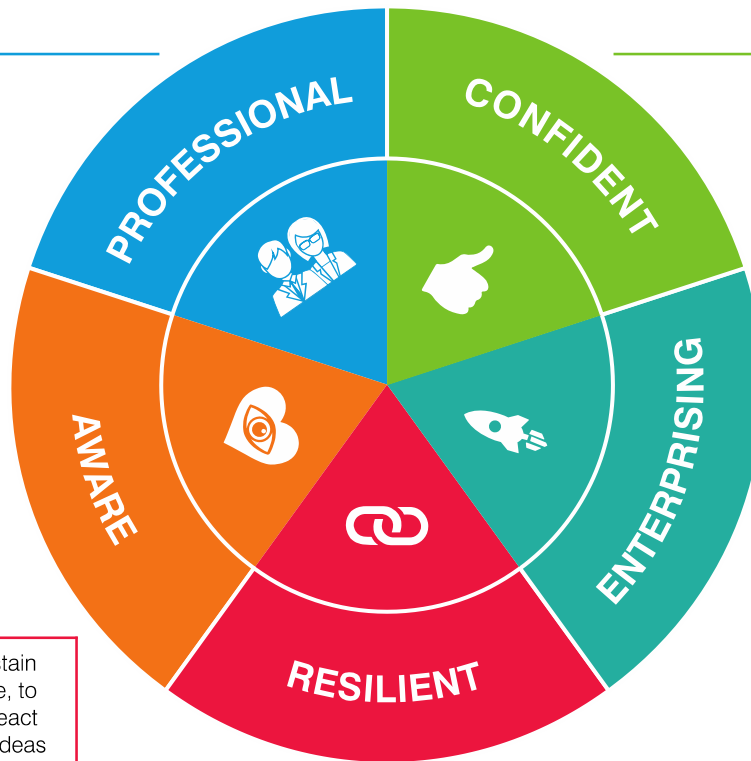
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstration a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability, and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution that people from a wide range of backgrounds and experiences bring to the life and development of the Trust. We are committed to providing an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination in accordance with the Equality Act 2010. This includes, but is not limited to, age, disability, sex, gender reassignment, pregnancy and maternity, ethnicity, religion or belief, sexual orientation, marriage and civil partnership.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding is a responsibility for all staff and applies at all times. Safer recruitment checks will be undertaken in accordance with statutory guidance.

April 2026.