

Job Title:	Engineering Technician
Location:	Newham
Contract type:	Permanent
Contract term:	Full time / Part time
Salary:	£20,318 - £23,846
Job start:	ASAP

## Core Purpose:

We are seeking to employ a Technician to support out engineering and technical curriculum. You will have a central responsibility for the following:

- To provide high quality support for any of the courses within the allocated curriculum. This will be either the Engineering/technical curriculum within the LDE UTC
- To maintain effective and efficient management of the preparatory, store and learning facilities at the LDE UTC as appropriate under the remit of this position.

## Key Responsibilities:

- To prepare workshops and equipment for teacher/student use
- To maintain workshops/equipment, including maintaining stock and identifying suppliers required for new purchasing, and to diagnose and repair faulty equipment as appropriate
- To liaise with other technicians/staff as required and to work as a team to support all areas as directed by the Director of Technical Curriculum
- To undertake general administrative and purchasing duties within the allocated curriculum sector, including the maintenance of inventories
- To set up/pre-test apparatus/equipment/experiments/assessments for teachers and be familiar with the appropriate safety procedures and regulations
- To be able to handle all resistant materials, electronic, caustic, corrosive, toxic and harmful substances and be familiar with the appropriate safety procedures, as relevant to the curriculum sector
- To be responsible for the secure storage of equipment/consumables which could be dangerous if misused
- To prepare materials to the required degree of accuracy
- To be aware of/use/ensure teachers are aware of/use any special safety precautions required in workshops/any specialist rooms in the allocated curriculum area
- To supervise work-experience students
- To undertake such other duties as may be reasonably requested by the line manager, or any more senior manager
- To support promotional events, parents' evenings, etc.
- To ensure adherence with Risk Management Policy, notifying the line manager or appropriate manager of any risks

## Comply with Health and Safety Requirements

- To be responsible for the Health & Safety of the workshops and other technical spaces, including safety of all machinery and equipment at the UTC.
- Know and abide by the Health and Safety Rules within the UTC.

## Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the School's Equality and Diversity policies as applicable to the role.

## Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the School's Safeguarding policies and procedures as applicable to the role.

## Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- To undertake professional development opportunities to keep abreast of best practice
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

## Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the School. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

## Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to at least level 3 (A Level or equivalent standard), or, relevant experience in the sector concerned in a similar role</li> <li>• GCSE grades A-C in English and Mathematics (A)</li> </ul>	<ul style="list-style-type: none"> <li>• Education at higher level, level 4 or above</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite (A, B, C, D)</li> <li>• Experience in engineering/technology workshops and/or laboratories (A, C, D)</li> <li>• Successful experience of team working (A)</li> <li>• Effective experience of prioritising work effectively and flexibly in a busy environment (C)</li> <li>• Ability to identify and solve faults and problems (C)</li> </ul>	<ul style="list-style-type: none"> <li>• Technical experience (C, D)</li> <li>• Experience of organizing supplies/resources for activities (A,C)</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of ordering and inventory (C)</li> <li>• A thorough knowledge of ICT (Information Communications Technology) as relevant to the requirements of this post (B)</li> <li>• An understanding of, and demonstrable commitment to, Safeguarding Children and Young People (C)</li> <li>• Technical Knowledge related to the curriculum area being supported (A, C)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the national curriculum at Key Stage 4 &amp; 5</li> </ul>

<p><b>Other skills and abilities</b></p>	<ul style="list-style-type: none"> <li>• Excellent technical skills (B, C)</li> <li>• Able to work with high accuracy and attention to detail (D, C)</li> <li>• High standard of interpersonal skills and emotional intelligence. (C, D)</li> <li>• Excellent written and oral communication skills (B, C, D)</li> <li>• Excellent at working in teams (D)</li> <li>• Excellent organisational skills, ability to manage time and prioritise well, meet deadlines and work under pressure (A, B, C, D)</li> <li>• Strong team working skills and the ability to work effectively with people at all levels (B, D)</li> </ul>	
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Honesty and integrity(D)</li> <li>• Energy, enthusiasm and the ability to keep things in perspective (A, C, D)</li> <li>• Commitment to the aims and values of the UTC (A, B, C)</li> <li>• Confidence, communication skills and fluency to deal with employers, students, suppliers and community organisations (C, D)</li> <li>• Awareness, understanding and commitment to equal opportunities (A)</li> <li>• Maintains high professional standards at all times (D)</li> <li>• Commitment to own professional development (D)</li> <li>• Ability to work using own initiative (D)</li> <li>• Able to cope with a variety of work and to react flexibly under pressure and to work to tight deadlines. (B, D)</li> <li>• Ability to maintain confidentiality in all aspects of work (D)</li> <li>• Prepared to undertake other admin duties such as photocopying and filing (C)</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the needs of business and industry (C)</li> <li>• An understanding of the needs of young people (C)</li> <li>• Ability to demonstrate values and behaviours suitable to work with children and young people</li> </ul>

## How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview. Applications should be emailed to [Brooke.O'Callaghan@LDEUTC.co.uk](mailto:Brooke.O'Callaghan@LDEUTC.co.uk) or posted to:

Brooke O'Callaghan  
London Design & Engineering UTC  
Docklands Campus  
15 University Way  
London E16 2RD

## Timings

The closing date for applications is 12:00pm on Wednesday 21<sup>st</sup> August 2017.

Candidates are welcome to contact LDE UTC for an informal discussion with Geoffrey Fowler, CEO & Principal by booking an appointment through Brooke O'Callaghan, Principal's PA. You can contact Brooke on 02030197333 or via email at [Brooke.O'Callaghan@LDEUTC.co.uk](mailto:Brooke.O'Callaghan@LDEUTC.co.uk) Interviews will take place on the towards the end of August 2017.

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

## Commencement

The post will commence ASAP.