

Job Description	
Role	Engineering Technician
Salary	Scale 4, Spine Point 7 £23,629, pro rata to £20,528.04 Term time only
Hours	08:15 and 16:30 Mondays to Fridays, 37 hours per week
Reporting to	Curriculum Leader for Engineering / Assistant Curriculum Leader for Engineering

Purpose of the Job

- To provide technical engineering support to the Academy's Engineering department to ensure productive learning sessions across all year groups.

Main Responsibilities

- Be proficient in the use of a wide range of machines and hand tools. This includes operation of both manual and CAD/CAM machinery and to support teachers and students in their use;
- To support with machine maintenance and upkeep and assist with risk assessments on all machines;
- Regularly check all equipment maintaining and repairing it, as far as reasonably possible, when required and liaise with suppliers where necessary;
- To assist in compiling inventories of machines, tools, equipment and materials as required;
- Undertake training in the use of CAD/CAM and once familiarised, support teachers and students in using the department's CAD / CAM equipment;
- Assist teaching staff upon request in the setting up of practical sessions and demonstrations, supporting the department with lesson preparation, resources and materials;
- To support both teaching staff and students in the use of the materials, tools and equipment both within and outside of learning sessions;
- Cut and prepare materials for practical projects and monitor material stock levels;
- Ensure that the technical preparation rooms are clean, safe and well organised at all times;
- Assist in the assessment, monitoring and review of health and safety procedures;
- Be mindful of actual and potential hazards and respond proactively and immediately;
- Keep up to date with current procedures and practices in the department through continuing professional development;
- Provide support for self-directed (extra curricular) learning activities;
- Any other duties as reasonably required as directed by Senior Leadership.

General

The post holder is required to:

- Support and encourage the Academy's ethos and its objectives, policies and procedures as agreed by the governing body.
- Adhere to the Academy's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Uphold the Academy's policy in respect of safeguarding and child protection matters.
- Be subject to all relevant statutory and institutional requirements.

- Be responsible for their own health and safety and that of their colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- Work in accordance with the Data Protection Act and GDPR legislation.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the Academy. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- All staff participate in the Academy's performance management process following a successful period of probation.

Job Specification		
Engineering Technician		
ESSENTIAL CRITERIA		DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> · At a minimum a GCSE in English, Maths and Science. 	<p>An A level qualification in Engineering.</p> <p>Degree qualified in a relevant Engineering field.</p>
Knowledge and skills	<ul style="list-style-type: none"> · A responsible and conscientious approach, especially with regard to health and safety matters. · Good numeracy, IT and literacy skills. · Capable of working on own initiative. · Ability to work calmly under pressure and to multi-task. · Ability to maintain a high standard of workplace cleanliness. · Ability to work well within an existing team. · Ability to communicate effectively with students, teaching and support staff. 	<p>Knowledge of child protection and safeguarding policies.</p> <p>First Aid at Work</p> <p>Knowledge of appropriate use of workshop tools and equipment including CAD/CAM.</p>
Personal Attributes	<ul style="list-style-type: none"> · A polite and friendly manner. · Self-motivated. · Flexible in meeting new challenges. · Able to deal with others with empathy and sensitivity. · Ability to exercise a high degree of integrity and confidentiality when handling materials, candidate data and results. · Commitment to support the school ethos · A commitment to the protection and safeguarding of children and young people · The ability to demonstrate a caring attitude to students and colleagues · A willingness to pursue professional and personal development · Undertake an enhanced DBS 	

Signed _____ Date _____