

JOB DESCRIPTION

JOB IDENTIFICATION

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| Job Title: | Engineering Technician (Apprentice) |
| Responsible To: | Head of Section |
| Department: | Engineering |
| Salary Grade: | NMW Apprentice Rate |

JOB ROLE

The post-holder will offer comprehensive technical support to the Engineering team while fostering the learning and development of students within the department. They will assist engineers in the design, development, and testing of devices and systems. Their responsibilities include creating and interpreting technical drawings, supporting prototyping and assembly, conducting tests, and maintaining equipment. Additionally, they will troubleshoot mechanical issues, ensure quality control, and enhance manufacturing processes to improve efficiency and safety.

KEY DUTIES

| No | Description of Duties |
|----|--|
| 1. | Prepare materials as directed by tutors |
| 2. | Check tools and equipment to ensure in safe working order. |
| 3. | Prepare work areas ready for activities, including removal of old materials and disposal to skip |
| 4. | Maintain a safe, clean and tidy condition workshop and associated areas |
| 5. | Assist in receiving deliveries and placing into stores |
| 6. | Under direction issue tools and equipment to students and maintain associated records as appropriate |
| 7. | Maintain stock level and advise of shortfalls |

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| 8. | Maintain and update stock lists of tools and equipment and plan the delivery of topics with tutors |
| 9. | Assist in the enrolment procedures and other administrative procedures as required, as is the case with all support staff |
| 10. | Undertake appropriate in-service training when required to do so and complete the level 3 apprenticeships standard (Operative) |
| 11. | Ensure effective communication takes place with management, staff, students, customers and clients |
| 12. | Ensure a high level of confidentiality at all times |

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Candidates will be assessed for shortlist and interviewed against the following criteria.

| Shortlisting Criteria | | Essential | Desirable |
|----------------------------|--|-----------|-----------|
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| 1. Qualifications | | | |
| 1.1 | At least two A-levels or Equivalent level of qualification. | | ✓ |
| 1.2 | Willing to be working towards additional qualifications | ✓ | |
| 1.3 | Hold a valid First Aid at Work Certificate, or be willing to undertake training | ✓ | |
| 1.4 | Hold or be willing to undertake a Manual Handling Certificate | ✓ | |
| 2. Experience | | | |
| 2.1 | Reasonable experience of working in the industry | ✓ | |
| 2.2 | Familiarity of working within an educational establishment | ✓ | |
| 2.3 | Experience of working with Industry related machinery | ✓ | |
| 3. Skills/Abilities | | | |
| 3.1 | A confident communicator, able to interact professionally with a range of stakeholders including school children, academic staff and employers | ✓ | |
| 3.2 | A team player. | ✓ | |
| 3.3 | Excellent organisational and administrative skills | ✓ | |
| 3.4 | Able to work effectively under pressure, to tight deadlines | ✓ | |
| 3.5 | Able to work on own initiative | ✓ | |
| 3.6 | Able to use ILT and emerging technologies to support teaching, learning and assessment | ✓ | |
| 3.7 | Strong project management skills | ✓ | |
| 3.8 | Able to demonstrate a genuine understanding of and commitment to Equality, Diversity and Inclusion in practice. | ✓ | |

| 4. Special Requirements | | | |
|--------------------------------|---|------------------|------------------|
| 4.1 | Possess a Full UK driving licence | ✓ | |
| Shortlisting Criteria | | Essential | Desirable |
| 4.2 | Have your own transport that can be used for carrying out your job (mileage will be reimbursed) | | |
| 4.3 | Willingness to work flexibly | | |