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## JOB DESCRIPTION

<b>JOB TITLE</b>	Engineering Technician
<b>LOCATION</b>	Energy Coast UTC, Blackwood Road, Lillyhall, Workington
<b>HOURS OF WORK</b>	A minimum of 38 hours per week, worked flexibly between 8.00am-5.30pm, Monday to Friday – term time only.
	Full time, full year equivalent salary is £26,240. Pro-rata'd to £22,102 for term time only +5 days (£3,500 uplift available for health and safety)
<b>RESPONSIBLE TO</b>	Head of Department

### OVERALL PURPOSE OF JOB

- To provide effective and efficient general and technical support to staff and students within the department.
- To be responsible for preparing and maintaining resources within the department.
- To contribute as a workshop instructor to the practical rotation sessions in KS4 (One day per week)
- With the possibility of responsibility for health and safety across the UTC for the right candidate.

### DUTIES AND RESPONSIBILITIES

- To maintain level of resources and re-order or purchase as necessary in accordance with Financial Handbook.
- To carry out installation, maintenance and first line repairs of machinery, hand tools, power tools and equipment, gas and heat treatment facilities, and if necessary recommending repair by outside contractors or replacement.
- To be responsible for the day-to-day safety of all machinery.
- To advise on availability of equipment, preparing and setting up as required, ensuring that technology equipment complies with safety standards.
- To advise teachers, other staff and students on the use of equipment where appropriate.
- To liaise with and provide support to teaching staff in the preparation and delivery of lessons, when required.
- To provide advice and practical support to students and ensure compliance with safe working practices.
- To attend lessons when required to assist students with work.
- To undertake reprographic photocopying and printing as required.
- To assist other departments by offering repair facilities/services where possible.
- To use analytical and creative skills to interpret drawings, circuitry information, situations and solve varied problems.
- To exchange information with students, teachers and other technicians.
- To use hand/eye co-ordination and dexterity in the use of hand tools, machines and heat treatment equipment.

- To work within recognised procedures but with the ability to use initiative.
- To respond independently to unexpected problems and have ready access to line manager for advice and guidance on unusual or difficult problems.
- To develop, plan and run sessions for students in a practical setting to promote different areas of engineering or civil engineering.

#### **Health and Safety coordinator for the right candidate**

- Support the maintenance and development of the UTC's risk register collating the risks present within given areas of the school together with the risk control measures in place to manage these.
- Support all departments across the UTC to develop good health and safety practices and support the development of appropriate risk assessments.
- To keep up to date with health and safety requirements.
- To provide technical advice and support on health and safety issues to teaching and technical staff.
- To report any issues to the Senior Leadership Team (SLT) which may need referral to the Health and Safety Executive (HSE)
- Responsible for ensuring the H&S Policy is adhered to and updated as required, inclusive of staff induction or training updates by assigning appropriate refresher modules using our online training platform.

#### **OTHER SPECIFIC DUTIES**

- To continue personal professional development as required.
- To attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- To understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- To adhere to the UTC's policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety.
- To understand the safeguarding requirements of the UTC and ensure compliance with the policy.
- To lead by example and set a professional tone for behaviour, both as a role model and by supporting the culture of mutual respect between students and colleagues.
- To work within the ethos and aims of the UTC and play a full part in the life of the UTC supporting its distinctive mission and encouraging staff and students to do the same.
- To support the organisation fire evacuation by being a nominated fire marshal.
- To carry out such other duties as may reasonably be assigned by SLT, as and when required.