

JOB DESCRIPTION			
JOB TITLE	Engineering Technician	SALARY	Salary £20,258 to £22,369 dependent on experience
RESPONSIBLE TO	Head of Engineering Department	LOCATION	UTC Oxfordshire
DIRECT REPORTS	None	HOURS	Full Time (37 hrs per week), Permanent, Term time only
TEAM	Engineering Department	LAST REVIEWED	February 2023
Signatures (employee and line manager)			
JOB PURPOSE			
<p>The following key tasks and responsibilities summarise the main aspects of the job. They will be reviewed periodically and amended by agreement to ensure the effective operation of the College and to foster development of the individual</p> <p><u>Technician: (Grade 1)</u></p> <ul style="list-style-type: none"> You will have excellent communication skills and be able to work and liaise effectively, with a can-do approach, with students, teaching staff, the director of engineering and senior leaders and a range of external industry partners. This role will not be limited to working "behind the scenes" — you will be able to develop a rapport with students and offer assistance with practical projects and experiments. It is expected that technicians employed on this grade will be able to work independently training will be given if the candidate does not have previous experience to ensure high quality in their work. Their knowledge and use of H&S protocols will be consistent once appropriate training has been provided. They will seek clarification where necessary and be able to give advice to teachers on the resources they have prepared. The post-holder may also be asked to carry out other tasks not included here that relate to the efficient running of the school. 			

MAIN DUTIES AND RESPONSIBILITIES

Key responsibilities	Activities that are likely to be carried out	Suggested Frequency
<ul style="list-style-type: none"> Prepare for the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the engineering curriculum, including liaising with teaching staff and support staff outside the department 	<ul style="list-style-type: none"> Preparation of resources, assembling apparatus. Obtaining materials by local purchase. Giving technical guidance to teachers and technicians. Implement and engage with risk assessments for technician activities. 	<ul style="list-style-type: none"> Daily Weekly Daily Daily
<p>To ensure the maintenance of a healthy and safe working environment through:</p> <ul style="list-style-type: none"> Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources Keeping up to date with current procedures and practices through continuing professional development The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards The healthy and safe storage and accessibility of equipment and materials. 	<ul style="list-style-type: none"> Keeping up-to-date with health and safety requirements Refer to health and safety guidance and advice with technical staff and teachers. Disposal of waste materials. Checking fume cupboards, pressure vessels and first aid kits; carrying out electrical and other safety checks, etc. Organising, storing and checking the condition of chemicals and equipment. 	<ul style="list-style-type: none"> As required Daily As Required As required As required
<ul style="list-style-type: none"> Ensure that both routine and nonroutine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. 	<ul style="list-style-type: none"> Collecting, checking and returning equipment to stores. General workshop cleaning of bench surfaces and fixed equipment. Cleaning and re air of equipment 	<ul style="list-style-type: none"> Daily Monthly As required

PROFESSIONAL CONDUCT

All staff are expected to:

- Follow the UTC's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of the UTC, adopt a flexible and pro-active approach to work and contribute to a range of cross-college initiatives to facilitate the delivery of key business objectives
- Participate in UTC developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Participate in the development of a responsive customer centred approach to service delivery
- Ensure compliance with all UTC policies, procedures and regulations and assist in the implementation of decisions.
- Give good notice of any absence in line with the UTC's Absence Management Policy.
- Adhere to general standards of conduct embodied in UTC policies
- Provide an education service which, actively promotes equality of opportunity and freedom from discrimination, demonstrating the UTC encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which the UTC is bound by law
- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect the UTC Community and abide by the Equality policy Report any incidence of bullying/harassment as part of the safeguarding statement and 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
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.
- This job description may be reviewed at any time in consultation with the post holder.

QUALIFICATIONS & EXPERIENCE		TECHNICAL COMPETENCIES /KNOWLEDGE/SKILLS		BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES	
Qualifications		Essential	Desirable	Equality and Diversity	
Essential	Desirable	<ul style="list-style-type: none">• ICT skills including but not limited to: word, excel, outlook, PowerPoint, publisher, WordPress, MIS• Ability to organise and effectively prioritise on workload 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	<ul style="list-style-type: none">• Appropriate professional qualification• Good working knowledge of practical requirements for GCSE/A Level	Essential	Desirable
<ul style="list-style-type: none">• L3 Engineering or L3 Science	<ul style="list-style-type: none">• Appropriate professional qualification			<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Knowledge of appropriate national standards• Understanding of multicultural issues in the context of a secondary school
Experience				Other requirements	
Essential	Desirable			Essential	Desirable
<ul style="list-style-type: none">• Equipment maintenance and stock control• Preparation of materials for learning	<ul style="list-style-type: none">• Working in an educational environment			<ul style="list-style-type: none">• Ability to work well under pressure• Good attention to detail• Uses initiative• Good communication and ambassadorial skills• Ability to turn hand to anything, particularly during early phases• A 'can do' attitude	



ATTRIBUTES



PROFESSIONAL

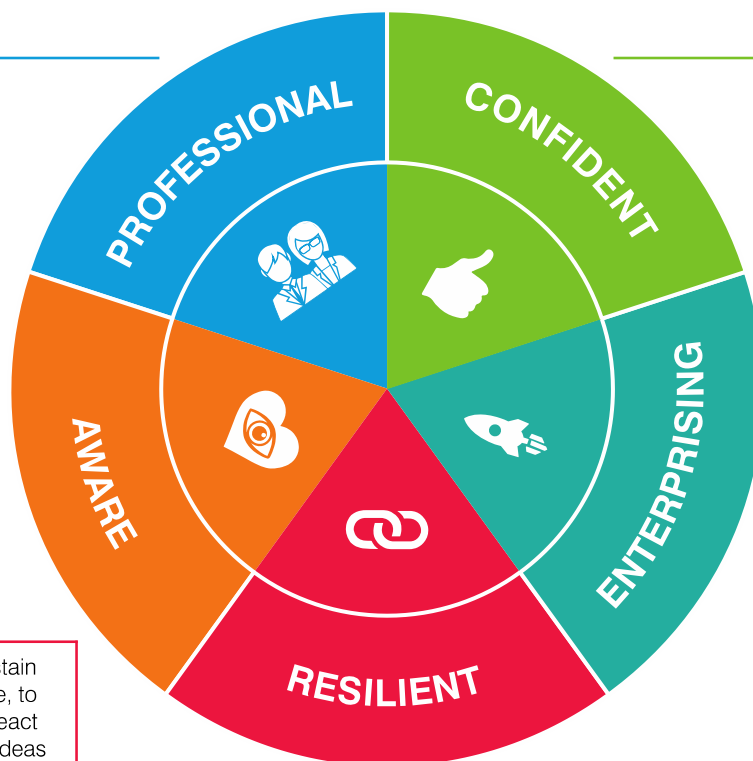
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

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, demonstrate 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.

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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 which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

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 the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. We undertake social media checks on all shortlisted candidates in accordance with DFE statutory guidance 'Keeping Children Safe in Education 2022'.