
JOB DESCRIPTION

JOB TITLE	Engineering Technician
LOCATION	Energy Coast UTC, Blackwood Road, Lillyhall, Workington
HOURS OF WORK	Full time or part time available (2 days per week minimum) Term time or full year available Full time = 38 hours per week, worked flexibly between 8.00am-5.30pm, Monday to Friday
SALARY	£26,240 FTE (full-time equivalent) Full time, term time only = £21,762
RESPONSIBLE TO	Head of Engineering

OVERALL PURPOSE OF JOB

- To provide effective and efficient general and technical support to staff and students within the engineering and construction department.
- To be responsible for preparing and maintaining resources within the department.

DUTIES AND RESPONSIBILITIES

- To prepare practical resources for classroom teachers of engineering, civil engineering and construction.
- To advise on availability of equipment, preparing and setting up as required, ensuring that equipment complies with safety standards.
- To advise teachers, other staff and students on the use of equipment if appropriate.
- To liaise with and provide support to teaching staff in the preparation of practical resources for lessons when required.
- To provide advice and practical support to staff and ensure compliance with safe working practices.
- To maintain level of resources and re-order or purchase resources as necessary in accordance with the UTC financial Handbook.
- To carry out installation, maintenance and first line repairs of machinery, hand tools, power tools and equipment and if necessary, source and recommend repair or replacement by outside contractors.
- To be responsible for the day-to-day safety of all department machinery.
- To undertake reprographic photocopying and printing as required for the department.
- To assist other departments by offering repair facilities, services, admin support where possible.
- To exchange information with teachers and other technicians where necessary.

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

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.