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**Technician in Engineering**

**Job Description**

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| **Area** | **:** | **Faculty of Services, Engineering and Construction** |
| **Salary** | **:** | **£20,267 - £22,648 *(per annum)*** |

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| --- | --- | --- |
| **Hours of Work (Full-time/Part-time)** | **:** | **37** |

|  |  |  |
| --- | --- | --- |
| **Line Manager** | : | Assistant Director – Engineering |

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| **Responsibility for** | **:** | The preparation, storage and maintenance of materials and equipment within the Curriculum Areas. |
|  | **:** | Promoting the welfare of children and young people |
|  | | |

**Main Purpose of Job:**

To provide an excellent technician service in order to ensure that the provision:

* Meets the needs of learners, employers and other stakeholders.
* Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction.
* Is effective, efficient and provide excellent value for money.
* Reflects the vision, mission, aims and values of the College.
* Is innovative, developmental and sector leading.
* Promotes a culture of excellence and equality.

The post-holder will be a member of the Faculty of Services, Engineering and Construction.

**Key Duties and Responsibilities:**

1. Reflect the vision, mission, aims and values of the College.
2. Co-ordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the specific curriculum, including liaising with teaching staff and support staff outside the Faculty.
3. Develop and construct activities for use in practical sessions.
4. Assist in practical classes, carrying out demonstrations and trialling practical activities.
5. Carry out risk assessments for activities.
6. Ensure and promote the maintenance of a healthy and safe working environment through actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
7. Provide technical advice and support on health and safety issues to teaching and technical staff.
8. Keep up to date with current procedures and practices through continuing professional development.
9. Contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer technical guidance, assistance and support to learners and teachers on the practical aspects of the curriculum.
10. Ensure the availability of suitable materials and equipment through stock control and checking.
11. Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
12. Keep workshops, preparation and work areas and stores safe, clean and tidy on a day-to-day basis.
13. Organise, store and check the condition of all equipment.
14. Be responsible for the preparation and safe disposal of chemicals.
15. Raise orders to maintain provision of stock and maintenance requirements for area of responsibility.
16. Be proactive in the development and maintenance or learning support and resource materials including learning packages and computer software.
17. Carry out Health & Safety checks and tests as required with particular emphasis on COSHH regulations.
18. Carry out first aid duties when required.
19. Assist learners and teaching staff as required across College.
20. Attend and participate in department meetings as required.

Generic

1. Support and promote a culture of innovation, excellence and equality.
2. Comply with College policies, procedures and agreements.
3. Contribute to the risk management of the College.
4. Support and follow the College’s strategies on equality, diversity and safeguarding.
5. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
6. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
7. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

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**Technician in Engineering**

**Person Specification**

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|  | **Assessment Method** | | | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | Application Form | \*Test | Interview &Presentation | | Psychometric Testing | | Qualification Certificates | References |
| **Education and Qualifications** | | | | | | | | |
| Essential | | | | | | | | |
| * Good general education (GCSEs A-C or equivalent in Maths & English) | **✓** |  |  | |  | | **✓** |  |
| * Level 3 qualification or BTEC / NVQ in relevant subject *(Mechanical, Electronic and Mechatronic)* | **✓** |  |  | |  | | **✓** |  |
| * First Aid certificate (or willing to work towards) | **✓** |  |  | |  | | **✓** |  |
| Desirable | | | | | | | | |
| * Level 4 or equivalent qualification in a relevant subject | **✓** |  |  | |  | | **✓** |  |
| * Health and Safety Qualification (IOSH) | **✓** |  |  | |  | | **✓** |  |
| * Evidence of on-going professional development | **✓** |  |  | |  | | **✓** |  |
| **Skills and Experience** | | | | | | | | |
| Essential | | | | | | | | |
| * Ability to demonstrate practical skills to organise a Engineering workshop and facilitate an excellent learning session | **✓** | **✓** | **✓** | |  | |  |  |
| * Experience of working within a similar educational environment | **✓** | **✓** | **✓** | |  | |  | **✓** |
| * Knowledge of the curriculum in Engineering | **✓** | **✓** | **✓** | |  | |  |  |
| * Good working knowledge of Health and Safety Regulations | **✓** | **✓** | **✓** | |  | |  |  |
| * Commitment to the provision of a quality service and the implementation of quality improvements | **✓** | **✓** |  | |  | |  |  |
| * Understanding of equality and a personal commitment to promoting equality of opportunity and preventing discrimination | **✓** | **✓** | **✓** | |  | |  |  |
| * Excellent problem-solving skills | **✓** | **✓** | **✓** | |  | |  |  |
| * Excellent IT skills |  | **✓** | **✓** | |  | | **✓** |  |
| * Appropriate level of digital literacy | **✓** |  | **✓** | |  | |  |  |
| Desirable | | | | | | | | |
| * Knowledge and skills in an Engineering related discipline | **✓** | **✓** | **✓** | |  | |  |  |
| **Personal Attributes** | | | | | | | | |
| Essential | | | | | | | | |
| * Excellent communication and organisational skills |  |  | | **✓** | |  |  | **✓** |
| * Excellent team player with a can-do attitude |  |  | | **✓** | |  |  | **✓** |
| * Ability to use own initiative/work with minimum supervision |  |  | | **✓** | |  |  |  |
|  | **Assessment Method** | | | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | Application Form | \*Test | Interview &Presentation | | Psychometric Testing | | Qualification Certificates | References |
| **Personal Attributes continued** | | | | | | | | |
| * Commitment to on-going professional development |  |  | | **✓** | |  |  |  |
| * Commitment to the success of learners |  |  | | **✓** | |  |  |  |
| * Flexibility and ability to work under pressure |  |  | | **✓** | |  |  |  |
| **Special Factors** | | | | | | | | |
| * Enhanced DBS | | | | | | | | |

Updated: November 2022