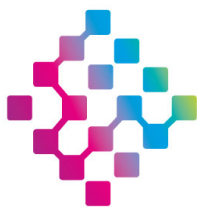
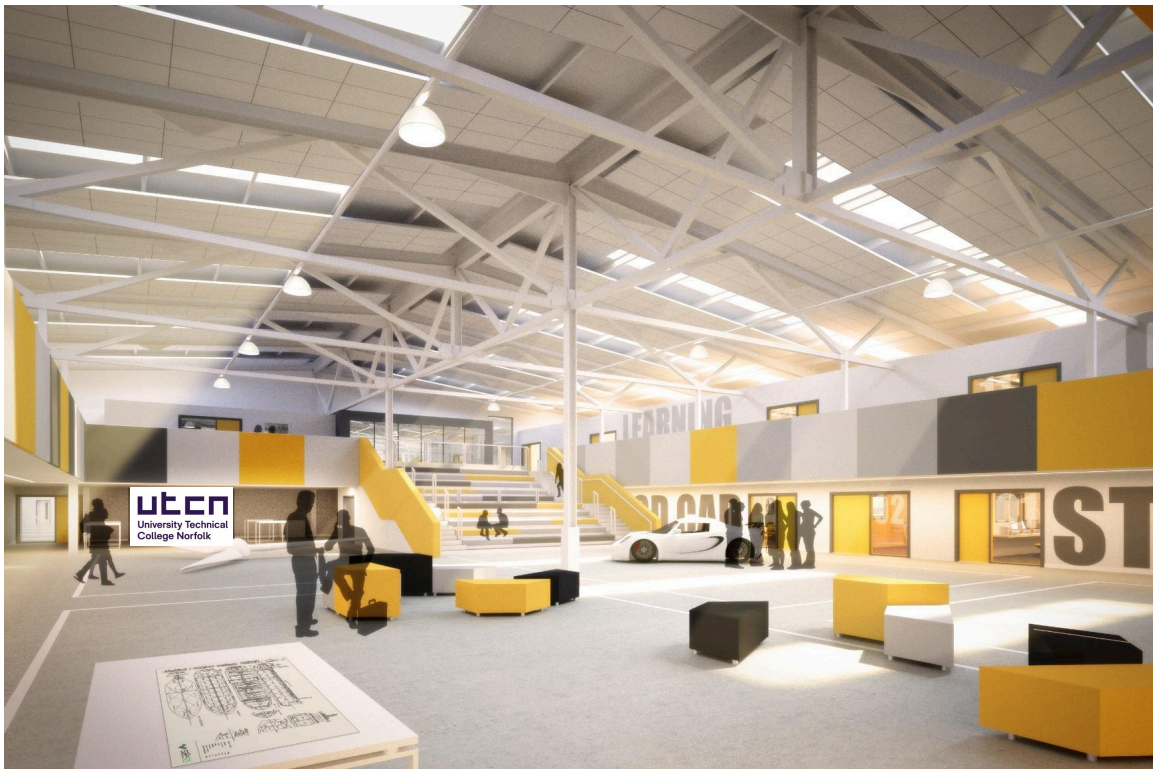


Engineering Technician

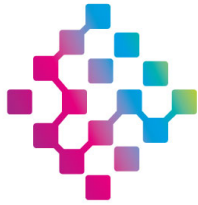
APPLICATION PACK



**University
Technical
College
Norfolk**



cst Community
Schools
Trust



University Technical College Norfolk

Engineering Technician

37 hours per week
Term time + 2 weeks

Scale 5, Points 22-25 £24,675.64-£26,409.51 (The advertised salary is currently under review and will be increased in line with the upcoming national pay rise.)

Required ASAP

We are looking for a Technician to provide a safe, effective and efficient technician service for students and staff in our engineering area.

The Engineering Department at UTCN is extremely well resourced: we have fully equipped workshops containing manual lathes/milling machines, 3D printers, laser cutters, Hass CNC machines, welding equipment, virtual welders and an F1 in Schools test track, to list but a small selection. Engineering is the main reason why students come to UTCN and all KS4 students and most KS5 students study engineering. The Engineering Department currently has 7 teaching staff and three engineering technicians.

UTCN exists to develop the next generation of engineers and with a fabulous £10m building and £1.3m of specialist equipment, that's exactly what we achieve. We have been open for over ten years and we are one of the top performing UTCs in the country. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics. UTCN was graded 'Outstanding' for its Sixth Form and Behaviour and Attitudes and 'Good' in all other areas by Ofsted in January 2025. We have approximately 450 students on roll.

The core hours of work will be from 8.00am to 4.00pm (3.30pm on a Friday) with 30-minutes unpaid for lunch: this totals 37 hours per week. There may be some scope to vary these hours slightly.

If you are:

- Familiar with an engineering environment
- Educated to Level 3 (A Level, NVQ III) or above with high standards of literacy and numeracy
- Organised, a team player and optimistic
- Proficient in IT
- Willing to work hard
- Determined to ensure that UTCN is the top provider of its type in the country

Then please apply by visiting our school website.

Job Description

Job Title:	Engineering Technician
Reports to:	Head of Faculty: Engineering
Hours of work:	37 hrs per week, Term Time + 2 weeks
Grade:	Scale 5, Points 22-25 £24,675.64-£26,409.51 - The advertised salary is currently under review and will be increased in line with the upcoming national pay rise.
Overarching Job Purpose:	To provide a safe, effective and efficient technician service for students and staff in the Engineering Area. To provide technical advice and assistance to support students and assist teaching staff with learning activities.

	PROVISION OF PRACTICAL FACILITIES AND RESOURCES
1	To prepare and assemble apparatus and components for demonstration, practical work, assessments and examinations. To prepare machinery and materials for us.
2	To install, test and calibrate both existing and new machinery and equipment.
	CONSTRUCTION AND DEVELOPMENT OF APPARATUS AND EQUIPMENT
3	To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids. To adapt apparatus and basic storage facilities.
4	At the request of teaching staff, to provide practical advice and safety instructions to students.
5	To construct and maintain the plug-in peripheral equipment for computers and electronic measuring devices.
	MAINTENANCE OF DEPARTMENTAL FACILITIES AND RESOURCES
6	To ensure that machinery, equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.
7	To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.
8	To ensure that any debris or hazardous materials/spills are removed from machinery, work benches and other areas to provide a safe environment for cleaning staff and others. To deal with spillages/emergencies during practical activities.
9	To ensure that power is turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for re-use.
10	To monitor the condition and stock levels of all consumables and materials, considering safety and economy by undertaking regular checks. To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment.
11	To ensure that appropriate levels of stock are maintained to meet the requirements of the department.

12	To ensure that residues and outdated stock are disposed of in a safe, efficient manner.
13	To maintain all safety equipment used by technicians, teaching staff and students to the highest standard.
	GENERAL RESPONSIBILITIES
14	To provide assistance and advice when contractors or others are working on machinery or systems within the Engineering Area.
15	To liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of equipment, furniture, etc.
16	Where applicable, to undertake administrative tasks associated with the post, including stock recording, ordering, etc.
17	To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation.
18	To contribute to safe working practice in preparation/storage/teaching areas.
19	To maintain an up to date knowledge of technical developments in the field.
20	To work alongside teachers to facilitate effective lessons by supporting students with their work
21	Be willing to support teachers or independently run extra-curricular activities as required
21	To undertake general tasks according to the needs of the department such as maintenance of the Engineering Area, preparation of store rooms, transporting supplies, reprographic duties, preparation of audio/visual material as required by departmental teaching staff, etc.
22	To undertake any other duties within the scope of the post, as required by the Director of Engineering or other appropriate supervisor, in particular those which derive from the changing demands of the curriculum.

Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Good secondary education ● Level 3 qualification in relevant discipline 	<ul style="list-style-type: none"> ● L4 qualification in relevant subject ● Specific training in specialist area
Experience	<ul style="list-style-type: none"> ● Experience of an engineering environment 	<ul style="list-style-type: none"> ● Industrial or commercial experience ● Experience of working in a school or with young people
Skills	<ul style="list-style-type: none"> ● Experience of turning machines ● Experience in bench skills ● Proficient in IT 	<ul style="list-style-type: none"> ● Keen adopter of new technology
Personal Qualities	<ul style="list-style-type: none"> ● Organised ● Team player ● Optimistic and enthusiastic 	<ul style="list-style-type: none"> ● Sense of humour

Other	<ul style="list-style-type: none"> ● Good numeracy/literacy skills ● Enthusiasm to contribute to extra-curricular activities and Technical Challenges ● Keen to work with local employers ● Flexible to work outside normal hours and days when necessary ● Willing to undertake first aid and /or fire marshal training 	<ul style="list-style-type: none"> ● Available to participate in trips outside of school hours and residential activities
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