



STONE LODGE
SCHOOL

Job Description

Job Title:	Engineering & Design Technician
Salary:	Grade 5: £19,652 - £22,265 pa depending on experience (actual salary £14,614 - £16,557pa)
Working Pattern:	32.5 hours pw for 39 weeks (term-time plus 5 additional days)
Responsible to:	Head of Engineering

Overall Job Purpose:

To provide technical advice and assistance to both teachers and students to support student learning.

To organise and manage the use of practical resources, undertaking basic maintenance of equipment and stock control.

Main duties and responsibilities include:

The operation of systems for:

- The provision of resources to support the teaching requirements in engineering and design classes.
- The storage of apparatus, materials (including chemicals) and equipment
- Simple maintenance of apparatus and equipment
- Stock control and stock recording
- Ordering apparatus, materials and equipment
- Assisting the Head of Department with financial recording (e.g. invoicing)
- Security of apparatus, materials and equipment in workshops as well as in longer term storage
- Advise on the provision of a safe working environment
- Routinely making safety checks (electrical equipment, etc.)
- Maintaining the tidiness of workshops during the day including cleaning apparatus, cleaning sinks and desks on a minimum weekly basis or more often as necessary.
- Preparation of materials, apparatus and equipment for practical use Including modifying, setting up and testing apparatus and equipment.

Technical advice and assistance

- Provision of technical information to teaching staff and students regarding availability and operation of apparatus, equipment and materials.
- Following school policy regarding Assessment of Risk, assisting teaching staff and students with the same and advising staff on the provision of a safe working environment.

- Keep Health and Safety information up to date and report to Head of Department any breach of guidelines.

Other

- Hold up to date Health & Safety Certificates or be willing to complete the training.
- Have experience of /or be willing to work with small group of students/delivering demonstrations.
- Provide support to students and teaching staff in lessons, as required.
- Assisting with the preparation and hanging of displays, photocopying of resources and replenishment of consumables for photocopiers in the engineering department.
- Understand and comply with the school's Safeguarding policy and its requirements to safeguard and protect the welfare of children.
- Be willing to visit other sites within the MAT to use facilities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Maths and English Language GCSE grades A*-C (4-9) or equivalent • Have an awareness/knowledge of HASAW, COSHH regulations. 	<ul style="list-style-type: none"> • Have an awareness/knowledge of Health & Safety at Work • Previous experience of following Risk Assessments for Engineering or related activities
Knowledge, skills and experience	<ul style="list-style-type: none"> • Experience of working in a practical environment • Ability to work to deadlines and be flexible in supporting other staff. • Keen interest and passion for the education of young people and the ability to contribute more widely to the life and community of the school • Ability to work effectively as part of a team. • Good interpersonal skills • Ability to communicate well with students • Ability to organise own time to ensure that resources are available when required 	
Special aptitudes	<ul style="list-style-type: none"> • Strong analytical skills • Must have the upmost integrity as well as high levels of motivation and commitment. 	