

# Engineering Technician

## APPLICATION PACK



**UTCN**  
University Technical  
College Norfolk



## **Engineering Technician**

**37 hours per week  
Term time plus 3 weeks**

**Scale 4, Points 18-21,  
Starting at £17,055 actual**

**From January 2022 or 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, 1 teaching assistant and 1 technician.**

**UTCN exists to develop the next generation of engineers and with a fabulous £10m building, £1.3m of specialist equipment, that's exactly what we have achieved! We have been open seven 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 'Good', by OFSTED, across all areas in May 2019. We have approximately 400 students on roll.**

**This role is for 37 hours per week on a Term Time plus 3-week basis. The core hours of work will be from 8.15am to 4.15pm (3.45pm 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.**

**For the right candidate, there will be the opportunity to take on an instructor role for a number of hours each week. This will mean taking responsibility for the teaching of a group of students studying Practical Engineering. A rate of around £28 per hour will apply for these periods.**

**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 we want to hear from you. For further information and to apply, please see our website [www.utcn.org.uk](http://www.utcn.org.uk)**

**Closing date: 9.00am, Monday, January 10, 2022 Interviews: W/C January 10, 2022**

**UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.**

December 15, 2021

Dear Candidate

Thank you for your interest in University Technical College Norfolk.

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 suite of manual lathes and milling machines, 3D printers, laser cutter, Hass CNC machines, welding equipment, virtual welders, and an F1 in Schools test track, to list but a small selection. The Engineering Department currently has 7 teaching staff, 1 Learning Support Assistant and 1 technician. As student numbers grow, we anticipate that staffing in this area will increase further. The department staff have a wide range of teaching and industrial backgrounds which provides a team of experienced, hardworking and supportive colleagues.

We have been open for 7 years, have a fabulous £10m building, £1.3m of specialist equipment and, already, have nearly 400 students. Our goal is simple: to ensure our students have the skills, qualifications and experience to go to university or to take-up skilled employment. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics and we have just launched our new Health Futures Course.

The role would suit an individual with experience of an engineering environment or a colleague with a Design and Technology background. Alternatively, this role could also suit someone with an industry background who would like to get into education and full support will be provided if this is the case. For the right candidate, there will be the opportunity to take on an instructor role for a number of hours each week. This will mean taking responsibility for the teaching of a group of students studying Practical Engineering. A rate of around £28 per hour will apply for these periods.

Engineering is the reason why students come to UTCN and all students study engineering. At KS4 students follow the BTEC Tech Award Engineering course. At KS5 students take the Level 3 Cambridge Technical Engineering course which leads to the Full Diploma or the Extended Certificate. In September 2021 we have also launched our Level 2 Engineering Programme. Our expectations for students are high, and the results and achievements have been excellent, we are looking for a new team member to help take things forward in 2021.

If we can provide any further information, please do not hesitate to get in touch.



Alex Hayes  
Headteacher

## **Key Facts**

- We have £1.3m of specialist equipment on site
- We are currently recruiting for Year 10 (up to 120 places) and Year 12 (100 places)
- In due course, UTCN will have up to 420 students from Year 10 to Year 13
- The student body is well motivated and, in many cases, extremely able
- Typical hours for students are from 9.00am to 3.00pm, with a longer day on Tuesdays and Thursday
- The curriculum is employer-led
- We offer a wide range of extra-curricular type activities within the Enrichment Curriculum
- UTCN was inspected by OFSTED in May 2019 and was graded 'Good' across all areas

## **Employer Support**

A key difference of UTCN is that we are supported by many of the leading employers and businesses in the county. There are currently over 40 regional and national employers and employer organisations who are actively engaged with UTCN.

## **The UTCN Board**

Reflecting the key role that employers will take, the UTCN Board is made up of employers in the advanced engineering and energy skills sectors:

- Nicola Finch of Future Marine Services and safeSTS
- Roger Bennington of Long Stratton Motor Company

Additionally, the Board is made up of:

- Ben Milner of UEA
- Julie Schofield of UEA
- Alex Hayes of UTCN
- David Attwell of UTCN
- Kathryn De Ferrer
- Lee Rees
- Steve Love
- Jean Wilcox (Parent Governor)

## **The Curriculum**

Our curriculum has been devised to reflect the needs of local employers, but it also provides a solid base for students to progress generally. Post-16 students also undertake industry led projects.

## **Basic Salary**

Salaries are paid in twelve equal instalments on the 19<sup>th</sup> day of the month by direct credit transfer.

## **Additional Remuneration**

Every year, three collegiate targets will be set which will attract a bonus. These targets will be the same for all UTCN staff.

## **Other Benefits**

Membership of the Local Government Pension Scheme will apply to this role. UTCN staff also benefit from membership of BHSF.

## **Working Pattern**

This role is for 37 hours per week on a Term Time plus 3-week basis. The core hours of work will be from 8.15am to 4.15pm with 30-minutes unpaid for lunch: this totals 37 hours per week. There may be some scope to vary these hours slightly.

Occasional working outside of normal school hours will be required and time off in lieu will be granted on these occasions. UTCN term dates largely follow the pattern of Norfolk schools.

## **Professional Appearance and Dress**

The principle of smart business dress for staff applies.

## **Safeguarding**

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.

## Job Description

Job Title:	<b>Engineering Technician</b>
Reports to:	Head of Faculty: Engineering
Hours of work:	37 hrs per week, Term Time + 3 weeks per year
Grade:	Scale 4, Points 18-21, £19,029 - £21,197 per annum pro rata Up to £19,000 actual
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.

## Job Description

	<b>PROVISION OF PRACTICAL FACILITIES AND RESOURCES</b>
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.
	<b>CONSTRUCTION AND DEVELOPMENT OF APPARATUS AND EQUIPMENT</b>
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.
	<b>MAINTENANCE OF DEPARTMENTAL FACILITIES AND RESOURCES</b>
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 apparatus, reagents and materials with regard to shelf life, 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.
	<b>GENERAL RESPONSIBILITIES</b>
14	To provide scientific 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 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.
21	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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good secondary education</li> <li>• Level 3 qualification in relevant discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in relevant subject</li> <li>• Specific training in specialist area</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of an engineering environment</li> </ul>	<ul style="list-style-type: none"> <li>• Industrial or commercial experience</li> <li>• Experience of working in a school or with young people</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proficient in IT</li> </ul>	<ul style="list-style-type: none"> <li>• Keen adopter of new technology</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Organised</li> <li>• Team player</li> <li>• Optimistic and enthusiastic</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• Enthusiasm to contribute to extra-curricular activities and Technical Challenges</li> <li>• Keen to work with local employers</li> <li>• Flexible to work outside normal hours and days when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Available to participate in trips outside of school hours and residential activities</li> <li>• Willing to undertake first aid and /or fire marshal training</li> </ul>

## Further information

The UTC Norfolk website is: [www.utcn.org.uk](http://www.utcn.org.uk)

You will also find our Twitter feed a useful source of information: @utcnorfolk

More information about the UTC programme and the Baker Dearing Trust can be found at [www.utcolleges.org](http://www.utcolleges.org)

To arrange an informal discussion about this role, please contact David Attwell, Head of Faculty: Engineering via [david.attwell@utcn.org.uk](mailto:david.attwell@utcn.org.uk)

## Visits to UTCN

During the interview process, there will be ample opportunity to see the building and meet key staff, however, if you would like to visit UTCN prior to application, please contact David as above.

## Application

Please apply using the UTCN application form. This can be found at:

[www.utcn.org.uk/job-vacancies](http://www.utcn.org.uk/job-vacancies)

As part of the application, you will be asked to submit a supporting statement, this supporting statement should:

1. Explain why you would like to work at UTCN.
2. Address each element of the Person Specification individually and using a separate sub-heading eg.

## Qualifications

## Experience

*Please note that candidates who do not follow this guidance will not be shortlisted.*

**Closing date:** 9.00am Monday, January 10, 2022

**Interviews:** W/C January 10, 2022