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| Job Title: | Lead Technician (Art & DT specialist) |
| Location: | London Design & Engineering UTC / Newham |
| Contract Type: | Permanent |
| Contract term: | Full time All year round |
| Salary: | Support Staff Scale SO1-SO2 (S22 to S29) (£32,286 - £36,578) Full time equivalent |
| Start date: | August 2022 TBC |

Core Purpose:

We are seeking to employ a Lead Technician, who will manage a team of technicians within our technical curriculum. You will have a central responsibility for the following:

- To provide high quality support for any of the courses within any of the allocated curriculums.
- To maintain effective and efficient management of the preparatory, store and learning facilities at the LDE UTC as appropriate under the remit of this position.

Key Responsibilities:

- To manage and ensure compliance of health and safety procedures
- To maintain/instigate servicing schedule for workshops/equipment/ in accordance with HSE requirements
- To be responsible for the secure storage of equipment/chemicals which could be dangerous if misused
- To maintain workshops/equipment, including maintaining stock and identifying suppliers required for new purchasing, and to diagnose and repair faulty equipment as appropriate
- To set up/pre-test apparatus/equipment/experiments/assessments for teachers and be familiar with the appropriate safety procedures and regulations
- To be aware of/use/ensure teachers are aware of/use any special safety precautions required in workshops/Laboratories/any specialist rooms in the allocated curriculum area
- To ensure adherence with Risk Management Policy, notifying the line manager or appropriate manager of any risks
- To undertake professional development opportunities to keep abreast of best practice
- To undertake general administrative and purchasing duties within the allocated curriculum sector, including the maintenance of inventories
- To prepare workshops and equipment for teacher/student use
- To prepare solutions/materials to the required degree of accuracy
- To manage with other technicians/staff to work as a team to support all areas
- To supervise work-experience students

Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the College's Equality and Diversity policies as applicable to the role.

Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the College's Safeguarding policies and procedures as applicable to the role.

Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- To undertake professional development opportunities to keep abreast of best practice
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the College. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

