

Job Description

Job Title	Workshop Technician
Department	Engineering
Main Purpose	To deliver specialist learning support, in a designated area of expertise, as part of a responsive technical support service.
Line Manager	Curriculum Leader
Date Job Description Agreed	12 th January 2026

MAIN DUTIES

1. undertaking stock-control and storekeeping duties (within standard procedures) – including security, the issue and retrieval of stock, and equipment and stocktaking – and advising on quantities, replacement and maintenance requirements;
2. ordering of stock and equipment whilst working within, and being aware of, budget restrictions to obtain competitive quotes and ensuring value for money;
3. sourcing, ordering and allocation of student uniforms, kits and PPE where necessary;
4. carrying out (where possible) the assembly and repair of fixtures and fittings and the cleaning, repair and maintenance of equipment and apparatus in the relevant work area;
5. maintaining the work area in a clean, safe and tidy condition and ensuring that safe working practices are adopted in line with current industry standards;
6. undertaking, regularly and systematically, approved inspection and test procedures to ensure that all equipment in the work area is in a safe and usable condition and complies with appropriate Health and Safety Regulations;
7. complying with the procedures to assist with the collection and recording of accurate management information and to determine work priorities and cost control;
8. instructing learners in the safe use of the equipment and related skills, observing techniques and supporting the lecturer to correct as necessary, in line with current industry standards;
9. preparing the work area for practical classes and demonstrations and removing equipment and materials at the end of those sessions;
10. assisting lecturers before, during and after practical classes and demonstrations, supporting the lecturers by covering elements of practical sessions and providing one to one instruction to learners on an ongoing basis;
11. supervising learners doing practical project work, observing practical techniques and supporting the

lecturer to correct as necessary, in line with current industry standards;

12. assisting with the portage of stock and equipment to the work area;

13. invigilating examinations, if appropriate.

Other duties

1. using those I.T packages and systems available for the rapid and efficient completion of job tasks;
2. safeguarding and promoting the welfare of children, young people and vulnerable adults;
3. ensuring that safe working practices are adopted in compliance with relevant health and safety regulations;
4. demonstrating commitment to the principles of equality of opportunity and treatment, and complying with the requirements of relevant equal opportunities legislation;
5. assisting in carrying out quality assurance procedures;
6. attending and contributing to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery;
7. participating in performance management procedures and undertaking staff training.

Undertaking such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification

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Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Hold a TAQA Assessing qualification or be willing to work towards this 	<ul style="list-style-type: none"> Level 2 or 3 in Engineering
Experience	<ul style="list-style-type: none"> substantial practical experience of working in the relevant sector practical experience of stock control and store keeping experience of carrying out repairs and maintenance of equipment 	<ul style="list-style-type: none"> Experience of supporting teaching and learning in a workshop or workplace setting practical experience of ordering stock and equipment
Skills and abilities	<ul style="list-style-type: none"> the ability to function effectively as a team member good communication, interpersonal skills committed to continuous improvement the ability to make a positive difference ability to instruct learners in the use of equipment the ability to deliver awareness sessions on health and safety 	<ul style="list-style-type: none"> ability to identify work priorities and cost control
Knowledge and understanding	<ul style="list-style-type: none"> of current vocational practices within the relevant sector of the knowledge and skills related to employment in the relevant sector of the qualification framework for the relevant sector 	<ul style="list-style-type: none"> of initial assessment procedures of current development affecting post-16 education and training of learner recruitment procedures of minimum levels of performance requirements/data of equal opportunities issues in teaching and learning of safeguarding and promoting the welfare of children, young people and vulnerable adults of health and safety regulations and safe working practices particularly related to the relevant industry knowledge of lean manufacturing principles (such as 5S or Six Sigma).
Personal qualities	<ul style="list-style-type: none"> a commitment to equality and diversity, 	

	<p>showing a desire to challenge inequality and promote diversity</p> <ul style="list-style-type: none"> • a commitment to promoting a healthy and safe working environment 	
Other requirements	<ul style="list-style-type: none"> • demonstrable relevant occupational competence • enthusiasm, reliability, good judgement and patience 	<ul style="list-style-type: none"> • full UK driving licence and access to a vehicle for business use (or access to equivalent mobility)