|  |  |
| --- | --- |
| Job advert**UTC South Durham Technician - Science****Preparing students for outstanding STEM careers****NOR:** up to 600 | **Age range:** 14-19 | **Start:** September 2016**Salary:** NJC Local Government pay scale £19k TT+2, 37 hrs pro rata | **Y:\Branding\Logos\UTC South Durham\jpeg_png\Portrait on White\UTC_South_Durham_Port_rgb_lowres.jpg** |

**Can you manage our business to success?**

University Technical College South Durham opens in September 2016 and will be the first UTC in the North East. With a focus on advanced manufacturing and engineering it will be located on Aycliffe Business Park, County Durham. We’ll provide an outstanding education for 14-19 year olds, encompassing real, relevant workplace experience in partnership with world-class companies.

The chance to create an innovative education establishment is very rare and this is an exciting opportunity to join us from the start; managing the organisation to support an outstanding experience for our students. You will be a key member of a small technician team led by the Business Manager. As part of the support team you will focus on organising the UTC’s media services.

You will have experience of providing support to the science department of an organisation. You’ll build positive relationships with staff, students and partners. You can demonstrate a knowledge of the practical requirements required to deliver and enrich the science curriculum.

Our sponsors, Hitachi Rail Europe, Gestamp Tallent and the University of Sunderland, are committed to creating an outstanding school that will provide a talented young workforce for companies in the North of England. If you have the expertise and commitment to make a life-changing impact on our students then we’d like to hear from you.

*We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children.*

**Closing date:** Noon on Monday 22nd August 2016 | **Interviews:** 26th August 2016

|  |  |
| --- | --- |
| To arrange an informal discussion, please email:Jean Bell, Business ManagerJean.bell@utcsouthdurham.orgFurther information and application form downloadable from:www.utcsouthdurham.org/vacancies***No agencies please.*** | ***Y:\Branding\Logos\BDT\utc-col-h.jpg*** |

Job description

**UTC South Durham Technician - Science**

**Job title:** UTC South Durham Technician - Science

**Employer:** South Durham UTC Trust

**Responsible to:** Faculty Director/Business Manager

**Salary:** NJC Local Government pay scale c£19k Pro rata TT plus 2, 37 hrs

Under supervision of the Faculty Director for Science the Science Technician will be responsible for supporting UTC staff and students to effectively access the requirements of the science curriculum. In addition to supporting science this person will provide admin/IT/reprographics support to the wider UTC team on a 60/40 basis. As part of a small support team the Science Technician will provide the services below:

**1. Support for Students**

* Support students in accessing science related resources
* Maintain science equipment and working space to ensure student health and safety
* Support students in the use of specialist equipment

**2. Support for Staff**

* Assist teachers and department leads as required
* Timely and accurate preparation of specialist equipment/resources
* Construct, repair and servicing equipment within experience
* Be responsible for keeping and updating records as agreed with colleagues, contributing to reviews of systems/records as requested
* Oversee inventories of stock, breakages and disposal in line with best practice
* Ensure asset and department inventories are accurate
* Maintain and develop adequate booking system for use of equipment (utilising MIS or other software)
* Provide admin/IT/reprographics support to the wider UTC team
* Ensure the welfare of animals within the department as required

**3. Delivering support services**

* Ensure Health and Safety compliance within the science prep area.
* Ensure compliance with asset management requirements
* Support agreed learning activities/teaching programmes
* Order, monitor and record stock of science equipment and consumables
* Determine the need for, prepare and use specialist equipment, plans and resources
* Maintain and record all COSHH requirements
* Review policies and procedures

**4. Working within the organisation**

* Promote the UTC’s values with staff, students and external agencies.
* Treat students as young adults, show them respect and earn theirs.
* Promote the Workplace Skills through discussion with students and by demonstrating them in a professional approach.
* Work with the Science Faculty Manager to critically evaluate the UTC’s science performance and influence change.
* Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills.
* Be efficient with resources and mindful of waste to ensure value for money.

**5. Additional duties**

* Act with integrity and ensure a high standard of care and safeguarding for all our students.
* Be aware of and comply with UTC wide health and safety rules and legislation, ensuring the safety of students and staff at all times.
* Appreciate and support the role of other staff
* Provide support services to the wider UTC team
* Actively support Teaching and Learning
* Contribute to the overall ethos/aims and mission of the UTC
* Act in compliance with data protection legislation in respecting the privacy of personal information.
* Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information.
* Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC which may include mini bus driving and first aid.

Person specification

**UTC South Durham Technician - Science**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training and qualifications** | **Essential** | **Desirable** | **Evidence** |
| Appropriate level two qualification | √ |  | Sight |
| Appropriate level three qualification |  | √ | Sight |
| Specialist training  |  | √ | Sight |
| Undertaken relevant CPD | √ |  | Application |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience of providing support services** | **Essential** | **Desirable** | **Evidence** |
| Experience of working in a school or educational environment |  | √ | Application/reference |
| Experience of dealing with a wide range science experiments  | √ |  | Application/reference/interview |
| Contributed to the Teaching and Learning of students | √ |  | Application/reference/interview |
| Extensive experience using specialist science equipment including datalogging |  | √ | Application/interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional knowledge and****understanding** | **Essential** | **Desirable** | **Evidence** |
| Good working knowledge of science curriculum requirements | √ |  | Application/reference/interview |
| Knowledge of developing science resources | √ |  | Application/reference/interview |
| Ability to demonstrate practical procedures to groups of pupils  |  | √ | Application/reference/interview |
| Awareness of advances in Science |  | √ | Application/reference/interview |
| Awareness of policies and procedures relevant to child protection and safeguarding |  | √ | Application/reference/interview |
| Knowledge of software to support T&L |  | √ | Application/reference/interview |
| Awareness of health and safety requirements for example COSHH, CLEAPSS, Manual handling |  | √ | Application/reference/interview |
| Skilled in the use of ICT  | √ |  | Application/reference |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities and skills** | **Essential** | **Desirable** | **Evidence** |
| Honesty, integrity and professionalism | √ |  | Reference/interview |
| Excellent interpersonal skills and builds positive relationships with staff, and students | √ |  | Reference/interview |
| Able to organise, prioritise and meet deadlines | √ |  | Reference/interview |
| Work efficiently and accurately  | √ |  | Application/reference/interview |
| Communicate well orally and in writing  | √ |  | Application/reference/interview |
| Possess the energy and drive to motivate staff | √ |  | Reference/interview |
| Able to work as part of a wider team with a flexible approach to the role | √ |  | Reference/interview |
| Able to respond calmly to challenging situations and demonstrate stamina and resilience | √ |  | Reference/interview |
| Willingness to take on responsibilities beyond previous experience with suitable support  | √ |  | Application/reference/interview |
| Absolute commitment to the UTC ethos and attitude towards students as young adults | √ |  | Application/reference/interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Special requirements** | **Essential** | **Desirable** | **Evidence** |
| No adverse criminal record | √ |  | DBS check |

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.