

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: c£19k (37 hours per week, pro rata term time plus 2 weeks)



Can you create an inspiring experience for our students?

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 12 September 2016 | **Interviews:** 20 September 2016

To arrange an informal discussion, please email:
Jean Bell, Business Manager
jean.bell@utcsouthdurham.org

Further information and application form
downloadable from:
www.utcsouthdurham.org/vacancies

No agencies please.



**University
Technical
Colleges®**

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:	c£19k (37 hours per week, pro rata term time plus 2 weeks)

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 Faculty Director for Science 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 minibus 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 of science experiments	√		Application/reference/interview
Contributed to the teaching and learning of students	√		Application/reference/interview
Extensive experience using specialist science equipment including data logging		√	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 teaching and learning		√	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.