South Bank Engineering UTC

University Technical Colleges

South Bank Engineering University Technical College

Candidate Pack

SENIOR TECHNICAL SUPPORT OFFICER SEPTEMBER 2017

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London South Bank University

Employer sponsors

King's College Hospital NHS Foundation Trust

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June 2017

Dear Colleague,

Thank you for your interest in a role at South Bank Engineering UTC. The aim of this candidate pack is to enable you to find out more about the UTC's distinct nature in order to inform your application.

South Bank Engineering University Technical College opened to students aged 14-19 in Brixton in September 2016 as a brand new school. Brixton is a vibrant, dynamic, rewarding and inspiring place to work, and enjoys excellent transport links. We are part of a £30+ million building programme and will have excellent, purpose-built accommodation with state of the art specialist equipment and facilities in September 2017.

As a UTC, we are a school offering GCSEs, BTEC and A level provision, but we also offer young people the opportunity to learn valuable technical and employability skills and to gain high-value technical and professional qualifications. Our education plan and curriculum have been designed to ensure our students make outstanding progress, reach high levels of academic attainment and develop the skills essential for career success. Major employers and London South Bank University support the UTC in achieving our objectives.

Our students are fully supported through high-quality, personalised pastoral care. The curriculum is enhanced by real-life employer challenge projects, delivered in partnership with our sponsors and designed to develop authentic, contextualised learning. Our students are motivated and highly engaged by the offer of a professional, mature learning environment.

Initially the UTC has a small staff complement, meaning high levels of personal and professional commitment along with excellent teamwork will be essential. The successful candidates will be part of a small team and will be required to be highly adaptable and flexible and will need to work hard. In exchange, the UTC will offer first class career development opportunities, high quality personalised CPD, the chance to work with cutting edge equipment, with engaged employer and university partners and an outstanding group of young people. Staff wellbeing is given high priority. You will have the unique opportunity to play a central role in creating an exceptional UTC. We would love to hear from you if you feel you have the skills and expertise we need for this key role. Do contact me directly should you wish to discuss the role in more depth.

Yours sincerely



Dan Cundy
Principal

Senior Technical Support Officer

Salary: G2-G3 (£21,500 - £25,250 per annum plus benefits), 28 days holiday + perks and benefits package
Location: South Bank UTC, 56 Brixton Hill, Brixton, London SW2 1QS
Contract type: Full time
Contract term: Permanent
Working hours: 8.30 am – 5.00 pm
Job start: September 2017

South Bank Engineering UTC is seeking to employ a senior technical support officer who will be responsible for managing the technical support of high quality engineering, science and employer projects at the UTC.

South Bank Engineering UTC is an engineering-specialist school for 14-19 year olds, offering a non-traditional education built on high academic standards. We offer learning in a technical context, making the most of close links to employer and university partners. We maintain a professional environment built on high expectations, strong relationships and mutual support and respect.

As a UTC, we offer GCSEs and A levels, but we also offer young people the opportunity to learn valuable technical and employability skills and to gain high value technical and professional qualifications. Our vision is to ensure our students make outstanding progress, reach high levels of academic attainment and develop the skills essential for career success. Major employers and London South Bank University support the UTC and offer pathways for our students, post-18.

Our curriculum is enhanced by real-life employer challenge projects, delivered with our partners and designed to develop authentic, contextualised learning. From September we will have state of the art new buildings with outstanding resources and facilities. Our students are motivated and engaged and are well supported through high-quality, personalised pastoral care with additional input from our external partners. The UTC maintains exceptionally high expectations based around mutual respect and strong relationships.

Job Description

- To provide high quality support for the technical curriculum.
- To maintain effective and efficient management of the UTC's science, engineering and other technical resources and equipment.
- To provide strong and effective management of a technical support team.
- Key Responsibilities:
- To prepare workshops and equipment for teacher and student use
- To maintain workshops and equipment, including maintaining stock and identifying suppliers required for new purchasing, and to diagnose and repair faulty equipment as appropriate
- To liaise with staff as required and to work as a team to support all areas as directed
- To manage and oversee the work of a specialist science technician

- To undertake general administrative and purchasing duties within the allocated curriculum sector, including the maintenance of inventories
- To set up, pre-test apparatus, equipment, projects and assessments for staff
- To be familiar with the appropriate safety procedures and regulations, ensuring safe operational conditions at all times
- To be able to handle all resistant materials, electronic, caustic, corrosive, toxic and harmful substances and be familiar with the appropriate safety procedures, as relevant to the curriculum sector
- To be able to handle, culture and dispose of biological materials or organisms used at GCSE and A level in schools in the science curriculum
- To be responsible for the secure storage of equipment or chemicals which could be dangerous if misused
- To prepare solutions and materials to the required degree of accuracy
- To be aware of, use and ensure teachers are aware of and use any special safety precautions required in workshops, laboratories and any specialist rooms in the allocated curriculum area
- To ensure the effective installation, safe operation and maintenance of engineering facilities
- To support training staff and students in the efficient and safe use of practical equipment and facilities
- To support the categorising and tracking of assets including ICT equipment and peripherals
- To assist where appropriate with the installation, configuration and troubleshooting of software and apps on UTC ICT equipment to assist in technical or project work
- To support the UTC's Network Management provider as appropriate
- To support student trips, visits and events when required on occasion
- To support with the supervision of student projects when required
- To undertake such other duties as may be reasonably requested by the line manager
- To comply with and promote health and safety procedures in line with UTC policies
- To support promotional events and parents' evenings in support of the smooth running of the UTC
- To undertake professional development opportunities to keep abreast of best practice
- To support the promotion and delivery of the UTC's vision and values.

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 UTC. 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.

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Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
Qualifications	• Educated to at least level 3 (A Level or equivalent standard), or, relevant experience in the sector concerned in a similar role • GCSE grades A-C in English and Mathematics (A)	• Education at higher level, level 4 or above
Experience	• Knowledge of Microsoft Office Suite (A, B, C, D) • Experience in engineering/technology workshops and/or laboratories (A, C, D) • Successful experience of team working (A) • Effective experience of prioritising work effectively and flexibly in a busy environment (C) • Ability to identify and solve faults and problems (C)	• Technical experience (C, D) • Experience of organising supplies/resources for activities (A,C)
Knowledge and Understanding	• Understanding of ordering and inventory (C) • A thorough knowledge of ICT (Information Communications Technology) as relevant to the requirements of this post (B) • An understanding of, and demonstrable commitment to, Safeguarding Children and Young People (C) • Technical Knowledge related to the curriculum area being supported (A, C)	• Knowledge of the national curriculum at Key Stage 4 & 5
Other skills and abilities	• Excellent technical skills (B, C) • Able to work with high accuracy and attention to detail (D, C) • High standard of interpersonal skills and emotional intelligence. (C, D) • Excellent written and oral communication skills (B, C, D) • Excellent at working in teams (D) • Excellent organisational skills, ability to manage time and prioritise well, meet deadlines and work under pressure (A, B, C, D) • Strong team working skills and the ability to work effectively with people at all levels (B, D)	
Personal qualities	• Honesty and integrity(D) • Energy, enthusiasm and the ability to keep things in perspective (A, C, D) • Commitment to the aims and values of the UTC (A, B, C) • Confidence, communication skills and fluency to deal with employers, students, suppliers and community organisations (C, D) • Awareness, understanding and commitment to equal opportunities (A) • Maintains high professional standards at all times (D) • Commitment to own professional development (D) • Ability to work using own initiative (D) • Able to cope with a variety of work and to react flexibly under pressure and to work to tight deadlines. (B, D) • Ability to maintain confidentiality in all aspects of work (D) • Prepared to undertake other admin duties such as photocopying and filing (C)	• An understanding of the needs of business and industry (C) • An understanding of the needs of young people (C) • Ability to demonstrate values and behaviours suitable to work with children and young people

How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview. Applications should be emailed to info@southbank-utc.co.uk or posted to:

Dan Cundy, Principal
South Bank Engineering UTC
56 Brixton Hill
London SW2 1QS

To book an informal conversation or a visit, please contact Jacqui Collins, Communications Manager, on the email address above or by calling 020 7738 6115.