

Template apprentice role description

Apprentice role title	Apprentice Assistant Teaching Laboratory Support Technician
College/Budget Centre	College of Engineering and Physical Sciences
School/Department	School of Physics and Astronomy
Hours	36 per week, may include out of hours work for which overtime of TOIL will be allowed.
Duration of the apprenticeship	2 years
Contact details for any enquires	C.wright.2@bham.ac.uk
Closing Date	Wednesday 29 th November 2017

Apprenticeship summary

The School of Physics and Astronomy is one of the largest physics departments in the country with a high profile for research and teaching both in the UK and internationally, covering a wide range of topics offering exciting challenges at the leading edge of physics and astronomy.

This apprentice will learn as part of a team under the direction of the Team Leader to deliver effective technical support to the School's undergraduate teaching laboratories.

The apprentice will also learn the skills to be able to assist with electronic/electrical development and maintenance of items held by other research groups within the School outside the teaching term, as time permits

In addition the apprentice will learn to assist in a wide range of technical related responsibilities regarding general School activities such as admissions, open days and special events

Main duties the apprentice will learn

During this apprenticeship you will learn:

How to maintain the efficient running of the 3 undergraduate laboratories in good working order with especial responsibility towards Year 1 laboratory but otherwise as directed by the Team Leader

- a) Ensure general safety of experiments; annual electrical testing of all equipment; ensure that safety and security standards are maintained by:
 - carrying out PAT testing as required according to University Policies
 - regular safety checks in laboratories
 - locking up and ascertaining laboratories are secure and safe after use
- b) Improvements; equipment renewal; assisting in the development of new experimental equipment by: -

Ordering items as required from School stores or outside companies
The suggestion of any technical improvements which could improve the teaching experiments throughout the laboratories

Maintaining and repair of the Year 1 laboratory mechanical/electronic/electrical equipment or like equipment in any of the other undergraduate teaching laboratories as required.

You will learn the use of mechanical hand tools and electrical/electronic diagnostic equipment and soldering techniques.

Helping/assisting students with practical problems mainly during the 'project' periods requiring: -

Frequent contact with students providing or suggesting suitable apparatus
Giving advice to work experience students

Housekeeping; day-to-day supplies (in liaison with the Team Leader and academic lab leaders); maintenance of inventory for new and existing equipment and experiment list and for disposal of irreparable equipment; maintenance of storage areas; holding and distribution of student's lab manuals; the maintenance of notice boards.

Any other duties appertaining to electronic/electrical support to any other School Research Group during laboratory vacation periods as required, and as time permits.

To assist with other teaching related activities as directed to include Open Days, Seminars, Conferences etc.by:

- Assisting with the setting up of furniture, display boards etc.
- Setting up food and drink for meetings, promotions and displays.
- Assisting with the guidance of visitors on these days

This apprenticeship would suit:

This post would suit someone with a keen interest in engineering and physical sciences. You will be ambitious to develop a technical science career and keen to work for a leading University.

You will be enthusiastic and motivated to take full advantage of the apprenticeship experience and will be punctual and reliable with excellent levels of learning and engagement.

Required Knowledge, Skills, Qualifications, Experience

- Good A Levels in Maths and Physics or equivalent, GCSE English at Grade C or above.
- Experience of Lab activities either from School or voluntary work
- An interest in electronics and science
- Good communication skills that can be developed

Career Pathway

Apprentices may progress into the following roles during their career:

- Specialist technician
- Technical assistant
- Teaching Laboratory Technician
- Research Laboratory Technician
- Workshop Technician
- Senior Technician
- Team leader
- Technical Support manager