Department/School of xxx

**JOB TITLE**

Job Ref: REQxxxx

**As part of the University’s ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

**School/Department summary**

**Job Description**

**Job Grade:**

Apprentice Technician at Grade AP21, starting salary £xx,xxxx

**Job Purpose**

To complete a programme of training within the [insert School name]

To support the learning environment for Loughborough University student in the relevant School or Service. You will work as part of a team and will be supervised to ensure you are working safely at all times.

**Job Duties**

The working hours are Monday – Friday, 37 hours a week. For 1 day a week, you will attend mandatory courses as part of your Apprenticeship at [name] College.

The duties will vary according the School requirements and annual schedules but will include:

***Key job responsibilities***

* [Insert responsibilities]

***Health and Safety***

* [Insert job related requirements]
* Complete mandatory Health and Safety training
* Keep up to date with Health and Safety requirements in your department

***Training, Development & General***

* [Insert job related requirements]
* To attend all mandatory courses at [name] College and achieve a minimum satisfactory standard in all modules
* To conduct yourself at all times in a way which reflects well on Loughborough University as your employer; this also applies whilst attending College courses
* To attend and participate in development activities delivered by the University

as required

* To be aware of and comply with policies and procedures relating to employee conduct, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
* To contribute to the ethos, work and aims of the School and the University
* To undertake any other activities requested your supervisor commensurate with your duties

**Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

**Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University’s Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University’s Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University’s mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

**Organisational Responsibility**

Reports to the JOB TITLE.

**Person Specification**

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.  Stages of assessment are as follows:

1 – Application

2 – Test/Assessment Centre/Presentation

3 – Interview

**Essential Criteria**

|  |  |  |
| --- | --- | --- |
| **Area** | **Criteria** | **Stage** |
| Experience |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Skills and abilities |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Training |  |  |
| Qualifications |  |  |
| Other |  |  |
|  |  |  |

**Desirable Criteria**

|  |  |  |
| --- | --- | --- |
| **Area** | **Criteria** | **Stage** |
| Experience |  |  |
|  |  |  |
| Skills and abilities |  |  |
| Qualifications |  |  |
|  |  |  |

# Conditions of Service

The position is FULL TIME/PART TIME and OPEN-ENDED/FIXED TERM. Salary will be on JOB FAMILY AND GRADE, SALARY BAND per annum, at a starting salary to be confirmed on offer of appointment.  
The appointment will be subject to the University’s Terms and Conditions of Employment for STAFF GRADES 1-5/STAFF GRADES 6 AND ABOVE, details of which can be found [here](http://www.lboro.ac.uk/services/hr/conditions-of-service/).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here.](http://www.lboro.ac.uk/services/hr/support/)

The University offers a wide range of employee benefits which can be found [here](http://www.lboro.ac.uk/services/hr/benefits/).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

# Applications

The closing date for receipt of applications is **DATE.** Interviews will be held on **DATE**.