

global academy

Job Title: **Technology and Science Support Analyst**

Pay Scale: **£21,069 (16d) to £23,575 (20d)**

Report to: **Specialist Services Team Leader**

Hours: **37.5 Hours per week 8.00am – 4.30pm**

What's it all about?

This is a “go-to” role in the Global Academy for all staff and students who need help and support with anything Scientific or technological.

What will you be doing?

- You'll be responsible for supporting teaching staff in the preparation of their lessons, including Health and Safety requirements.
- You'll be responsible for keeping labs and the prep room safe, tidy and well organised.
- You'll trial practical activities and assist in lessons where required.
- You'll dispose of waste materials in a safe and secure way.
- You'll ensure that resources are maintained in a safe condition for both students and staff to be able to use.
- You'll be responsible for ensuring equipment and chemicals are stored in a safe and appropriate manner.
- You'll be the one making sure that when our staff or students contact Technology Support with a problem or ask for some new kit, that these requests are correctly logged, prioritised and fulfilled.
- You'll help maintain all the IT systems so that everything is running smoothly in conjunction with our contracted technology suppliers.
- Using your knowledge of the technical kit we have and the systems we use, you'll give advice and help staff and students when they have any issues to try and resolve them as soon as possible.
- When we have a plan to roll out any new technologies including our radio studios, you'll be part of the team that organises this and makes sure everything works as it should.
- You'll work with the Broadcast Engineering teams to make sure that the broadcast technology systems are looked after properly so that they are “always on”

What we expect from you:

- You'll have brilliant organisational skills so you can juggle lots of different priorities
- You'll possess the ability to stay calm and keep other people calm when the pressure is on
- You'll have amazing problem solving-skills and the desire to use technology to challenge the status quo of how we do things
- You'll be great at being able to make technical stuff simple and easy for people to understand.
- You'll be a great team-player and enjoy supporting others
- You'll have an excellent knowledge of IT and broadcast technology stuff.
- You'll have experience of working in a similar role.
- You'll understand the importance of Health and Safety and ideally have knowledge COSHH regulations, with particular reference to young people.

The Academy is committed to safeguarding and promoting the welfare of the children and young people in the Academy and expects all staff to share this commitment. The position is subject to an enhanced DBS disclosure. All staff at the Global Academy are expected to abide by the staff code.