

Technical Apprentice (Textiles (Stitch/Weave))

Job Ref: REQ250973

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Loughborough University's Technician Commitment

Loughborough University is a signatory of the national Technician Commitment Scheme which pledges to ensure the visibility, recognition, career development and sustainability of their technical staff. The successful candidate will therefore be joining a thriving and visible community of staff with opportunities for collaboration and networking, and a clearly defined career pathway against which they can map and plan their own professional development and career progression.

School summary

The postholder will work in the School of Design and Creative Arts, based in the Creative Arts

Loughborough University are a top-10 ranked university in all major UK league tables. We are ranked 1st for Fashion and Textiles and 2nd for Graphic Design in the 2025 Guardian University League Table, 3rd for Art & Design in the 2025 Complete University Guide and with the Times Good University Guide.

Job Description

Job Grade: Grade 3, Technical Teaching & Specialist (TTS)

Job Purpose

The postholder will work as part of a team to provide technical support, with a focus on ensuring that the School's technical teaching and research environments, equipment and materials are maintained to a high standard. This position provides an invaluable contribution to the learning, teaching and research aims of the School. Tasks will be straightforward within well-established routines and procedures and the postholder will receive close guidance and instruction but will be required to plan and organise their work independently. There will be opportunities for professional development to support the postholder in securing an open-ended technical position beyond the end of their apprenticeship.

Job Duties

- Provide technical support for teaching and/or research, including preparing facilities for practical sessions
- Ensure timely turnaround of technical facilities between sessions, including cleaning and resetting.
- Observe Health and Safety regulations and escalate any issues. Willingness to take on University health and safety roles, such as first aider and fire marshal.
- Help prepare for and assist with Open Days, student visit days and outreach activities. Flexibility regarding working hours/days may be requested at times.
- Maintain good working relationships and communicate effectively with technical staff, academics, students, and visitors. Attend and contribute to team meetings within the School and attend University technician networking events.

- Provide cover for any absence of other technical staff, at an appropriate level for the grade, when necessary.
- Enrol, attend and complete college course as part of the apprenticeship terms. Complete other role-specific training, such as manual handling training. This may require externally provided training.
- Undertake other general tasks and duties, commensurate with the level of the position, as directed by the Line Manager.

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: Bee King, Technical Tutor

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	Demonstrable interest in entering a technical profession within textiles and creative arts	1,3
Skills and abilities	Ability to work with professionalism in accordance with University values.	1,3
	Ability to work both independently, with minimal supervision, and to use good communication and interpersonal skills to work effectively as part of multiple teams.	1,2,3
	Ability to follow instruction, work efficiently and accurately to deliver tasks within agreed timescales.	1,2,3
	Ability to apply your own initiative and be self-motivated.	1,3
	Ability to be flexible and adapt to a changing work environment.	1,3
	Ability to learn new skills, techniques, processes and procedures related to textiles stitch and weave	1,3
	Ability to maintain effective documentation, such as instructional materials.	1,3
	Ability to use common Microsoft 365 software, and internet search engines to a good standard.	1,3
	Willingness to learn Health & Safety legislation, policy and procedures in a laboratory or other physical environment and ability to apply these in practice.	1,3
	Ability to apply relevant stitch and weave techniques	1,3
	Ability to operate, test and maintain equipment, within Art workshops	1,3
	Ability to comply with relevant standards and regulations	1,3
The following essential Training criteria is standard for all LU Grade 3 Technical Apprentice positions.		
Training	Commitment to ongoing professional development, including mandatory and role-specific training, as determined by your line manager.	1,3
The following essential EDI criteria is standard for all LU Grade 3 Technical Apprentice positions.		
EDI	Commitment to understanding EDI challenges and observing University EDI guidelines.	1,3
The following essential Qualifications criteria is standard for all LU Grade 3 Technical Apprentice positions.		

Qualifications	5 GCSEs at Grades 4-9 (A*-C) including Maths, English Language and a Science subject (or equivalent). <i>While the qualifications listed above, or equivalent, qualification is preferred, we recognise the value of practical and 'real-world' knowledge and expertise, therefore candidates with applicable work experience will be considered based on their demonstrated knowledge, skills and behaviours.</i>	1
The following essential Other criteria is standard for all LU Grade 3 Technical Apprentice positions.		
Other	Willingness to provide support for events, such as University open and visit days (occasional out of hours working may be requested).	1,3
	Willingness to travel for work purposes, such as visiting suppliers, training and professional development.	1,3

Desirable Criteria

Area	Criteria	Stage
The following essential Experience criteria is standard for all LU Grade 3 Technical Apprentice positions.		
Skills and Abilities	Ability to work in a specialist lab, workshop or physical environment and apply relevant processes and techniques.	1,3
If the Skills and Abilities criteria below are applicable and desirable for your position, retain the row, otherwise delete it if the criteria is not applicable. Ensure the same criteria is not duplicated across both the essential and desirable sections. You can add specific examples as indicated by the highlighted text.		
	Ability to operate, test and maintain equipment	1,3
	Ability to work and produce textiles samples	1,3
	Ability to comply with relevant standards and regulations	1,3
	Ability to demonstrate stitch and/or weave basic techniques	
Add your own desirable Skills and Abilities criteria, only if it is not covered elsewhere, or delete the row. Adopt the same writing style. You can add more than one.		
The following desirable Training criteria is standard for all LU Grade 3 Technical Apprentice positions.		
Training	Willingness to take on wider University roles on behalf of the School/Service, such as Health & Safety or other roles.	1,3

Conditions of Service

The position is **full time** and **open-ended subject to completion of apprenticeship**.

Salary will be on the **Teaching and Technical Specialist** job family at **Grade 3**, £24,794 - £26,230 per annum. The appointment will be subject to the University's Terms and Conditions of Employment for staff grades 1-5, which can be found at: <https://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 at: <http://www.lboro.ac.uk/services/hr/support/>

The University offers a wide range of employee benefits, which can be found at: <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, which can be found at: <https://www.lboro.ac.uk/services/hr/topics/childcare-support/>

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. Further information on Athena SWAN can be found at:
<http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is **14th November**. Interviews will be held week commencing **24th November**.