University of St Andrews

School of Medicine

Senior Teaching Technician

University of St Andrews

Introduction

"Our remarkable students and staff are the lifeblood of St Andrews. It is their energy, vision and momentum [we] aim to support, to free them to use knowledge, ideas, and potential for the benefit of all." The Principal, Professor Sally Mapstone

Founded in 1413, the University of St Andrews is Scotland's first university and one of the oldest in the English-speaking world. With more than 600 years of academic excellence, we are proud of our reputation as a world-class centre for learning, teaching, and research.

St Andrews is a close-knit, international community set in a beautiful historic town on Scotland's east coast. Our students and staff come from over 140 countries, creating a diverse and globally minded environment. We strive to create an inclusive culture in which all can flourish, and the University have attained several diversity awards, including those related to race and gender equality, and support for carers, which demonstrate our commitment to this ambition. The University is consistently ranked among the UK's top institutions for student satisfaction, research quality, and teaching excellence.

We are a research-intensive university where creativity, collaboration, and critical inquiry are at the heart of everything we do. Whether you are joining us in an academic, professional, or support role, you will be part of a team committed to delivering outstanding education and making a meaningful contribution to society.

For those looking to be part of a university with deep-rooted heritage, a global outlook, and a forward-thinking approach, we invite you to consider joining our community at the University of St Andrews.

University of St Andrews

Medicine

The School of Medicine employs approximately 250 staff in either full- or part-time contracts, with some staff jointly employed by the University and the NHS. The School is both teaching- and research-active, and engages students at both the undergraduate and postgraduate (both taught and research) level.

Since 2010 the School has been located in purpose-built accommodation on the North Haugh in St Andrews. The building is home to the staff offices, research labs, teaching facilities and a café.

The School currently teaches approximately 700 undergraduate medical students.

The majority of students are enrolled on the three-year BSc (Hons) Medicine course. After graduation from St Andrews these students go on to complete the clinical phase of their Primary Medical Qualification training at one of our six partner medical schools.

The Scottish Graduate Entry Medicine (ScotGEM) programme is a 4-year, graduate entry, undergraduate course delivered jointly by the Universities of St Andrews and Dundee, in collaboration with the University of the Highlands and Islands and NHS Scotland. The programme has a particular focus on Generalist Medicine in rural areas and utilises a Case Based Learning approach. Years 1 and 2 are primarily based in St Andrews, although placements will occur in four Scottish regions.

University of St Andrews

Medicine

The new five-year St Andrews MBChB has been admitting students since 2024, with the first new curricular content being delivered as of Jan 2026. This exciting new offering is a community-based medical degree, alongside hospital content, and will run with our existing BSc programme. This allows a subgroup of students to complete their medical training at St Andrews without having to progress to a partner school and University. This role is critical in the delivery of this new programme. The programme is delivered in partnership with NHS Fife, NHS Borders and NHS Highland.

The School is consistently ranked very highly in national student satisfaction surveys for the quality of its teaching and research and the overall student experience.

In 2017 the research areas of the school were split into four divisions, Cellular Medicine, Education, Infection and Global Health and Population and Behavioural Science. Approximately 60 PhD students support our research, with 10 externally funded research staff and 35 Principal Investigators.

The School is committed to inclusivity and equal opportunities and values all applicants. The School holds an Athena SWAN Silver accreditation, demonstrating our commitment to equality and the advancement and promotion of the careers of women in science.

University of St Andrews

Job Description

Reporting to:	Operations and Facilities Support Manager
Location:	St Andrews
Job Family:	Technical & Experimental
Working Hours:	36.25 hours per week
Grade/Salary Range:	Grade 5, £32,080 - £37,694 per annum
Reference Number:	TG1372LS
Start Date:	October 2026 or as soon as possible thereafter
Interview Date:	W/C 28 September 2026
Duration of post:	Permanent

Main Purpose of the Role

To support the delivery of high-quality teaching within the medical school by managing the day-to-day technical preparation, set-up, and breakdown of undergraduate science practical classes in the multi-purpose lab. The role includes supervising a small technical team, maintaining teaching laboratories and equipment, ensuring compliance with health and safety requirements, and contributing to school-wide operational processes such as first aid provision, fire safety, security, and public engagement activities.

University of St Andrews

Key Responsibilities

Teaching & Practical Session Support

- Prepare materials, equipment, and reagents required for practical teaching sessions in accordance with protocols.
- Set up laboratories for teaching sessions in a timely and organised manner.
- Provide in-class technical support to academic staff and students during practical sessions.
- Demonstrate how to use the equipment as required for each practical session.
- Clear, clean, and safely store equipment and materials following sessions.
- Troubleshoot equipment and procedural issues to ensure smooth delivery of practical sessions.

Team Leadership & Coordination

- Lead and coordinate the small team that supports the multi-purpose lab.
- Allocate day-to-day tasks and monitor workflow to meet teaching schedules.
- Provide guidance and training to team members.
- Coordinate with other schools who use the multi-purpose lab (School of Biology technicians) on usage of the space and shared equipment (e.g. poster boards).

Laboratory & Resource Management

- Maintain laboratory spaces, ensuring they are safe, clean and fully operational
- Monitor stock levels, prepare orders and manage consumables within defined budgets
- Provide input for budget preparation and any new equipment requirements and equipment lifecycle.
- Manage the budget of the multi-purpose lab cost centre.
- Maintain accurate records (e.g. class registers, chemical inventory, equipment logs)
- Ensure maintenance and servicing of laboratory equipment.

Health and Safety Compliance

- Ensure compliance with university policies, health and safety legislation and laboratory codes of practice.
- Lead on creating and maintaining appropriate risk assessments for practical sessions and COSHH documentation for the multi-purpose lab.
- Promote a safety-conscious culture among staff and students in the multi-purpose lab.

University of St Andrews

Key Responsibilities

Wider School Operational Support

- Participate in wider school service roles, such as first aid provision, fire warden duties, reporting officer, office key management.
- Participate in continuous improvement of the delivery of practical sessions.
- Liaise with academic staff to understand teaching requirements and adapt support accordingly.
- Manage the student locker process (deposits, keys, refunds).
- Provide cover as needed in other practical teaching areas and procurement (goods in).

Public Engagement & Outreach

- Support and contribute to public engagement activities, such as school visits, open days and outreach events as time allows.
- Assist in preparing appropriate demonstration material and activities for public engagement.
- Engage with the university's wider technician community to promote sharing of best practice.

Special Requirements

Some late and/or early working will be required, nominally up to 6 pm to allow for the turnaround of classrooms from 5pm to 9am the next morning.

Some public engagement activities may be outside standard hours.

The working pattern may be adjusted according to operational need and could vary between semester time (September to May) and non-semester time (June – August).

There is a significant physical component to the role and good manual dexterity, and good manual handling practices are required.

Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.

University of St Andrews

Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
Education & Qualifications (*technical, professional, academic qualifications and training required)*	Educated to Scottish Higher/A level or equivalent relevant on the job experience	BSc Degree in a relevant science (such as biology, physiology, biomedical science) First Aid certification	Application
Experience & Knowledge (*examples of specific experience and knowledge sought*)	Experience in managing a practical teaching laboratory in a biomedical or medical sciences setting Experience of supporting teaching or training environments Experience training and supervising staff, with demonstrated ability to be able to manage a small team	Experience in assisting in the development of practical classes Knowledge of experience with mechanical repairs and maintenance of equipment Experience in stock control and procurement processes.	Application, interview, IT skills test

University of St Andrews

Person Specification

Attributes	**Essential**	**Desirable**	**Means of Assessment** (i.e. application form, interview, test, presentation etc.)
Experience & Knowledge (*examples of specific experience and knowledge sought*)	Experience monitoring expenditure against allocated budgets, preferably experience at planning and managing budgets Experience in science communication and/or public engagement activities in a science related subject. A good knowledge of Microsoft 365 platform: (word, excel, powerpoint, outlook, teams, co-pilot etc)		Application, interview, IT skills test

University of St Andrews

Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
Competencies & Skills (*e.g. effective communication skills, initiative, flexibility, leadership etc*)	Carry out work efficiently, on time and to a high standard Ability to prioritise tasks, plan and work to tight deadlines Ability to work with limited supervision Ability to supervise and support a small team Good communication skills. Good numeracy skills. A methodical approach and willingness to learn	Experience in a similar role, or educational experience in a similar field.	Application, interview, practical test

University of St Andrews

Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
Other Attributes/Abilities (if applicable)	Visually capable of identifying faults in miniature items or equipment. Demonstrate acceptable level of manual dexterity due to the post involving bending, stretching, stacking, pushing trolleys and the manual handling of loads up to 20kg.		Interview, practical test

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short-listing stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

University of St Andrews

Benefits

St Andrews offers more than just a place to work—it is a place to belong. We value collegiality, inclusion, and wellbeing, and we are committed to creating a workplace where staff can thrive and perform at their best.

In addition to the salary on offer for this position, there are a wide range of benefits for staff working at the University of St Andrews. The package for the Senior Teaching Technician role includes:

- Financial contribution to relocation (subject to eligibility)
- Membership of the S&LAS Pension Scheme with generous employer contributions
- Staff discount scheme for local and national goods and services
- Free staff parking, employee Carshare and Cycle to Work Schemes and subsidised local bus travel
- Subsidised sports membership, reduced tuition fees on degree programmes for staff, access to training and development opportunities including LinkedIn Learning, access to library facilities, salary sacrifice scheme
- 34 Days Annual Leave plus 5 Public Holidays.

University of St Andrews

How to Apply

We are committed to creating an accessible, fair and inclusive recruitment process for all candidates. If you require reasonable adjustments or accommodations during the application or interview process then please let us know and we will be happy to discuss support with you.

We encourage applicants to apply online at www.vacancies.st-andrews.ac.uk/welcome.aspx

If you have difficulties in completing the online application form, then please call +44 (0)1334 461990 or contact vacancies@st-andrews.ac.uk to discuss available support.

Applications should consist of:

- Letter of application (to include a supporting statement).
- CV
- Names and contacts of two referees
- Other (please specify)

For all applications, please quote ref: **TG1372LS**

The University of St Andrews is a charity registered in Scotland (No SC013532).

University of St Andrews

Equality, Diversity & Inclusion

At St Andrews, we see diversity as a strength and value the rich variety of backgrounds, identities and experiences of our staff, students and alumni. We are committed to making the University a beacon of inclusivity and creating an environment in where everyone can flourish and realise their potential.

We will achieve this through an approach that empowers our whole community and involves a determined shift in culture. Inclusivity will inform all of our policies and practices. The Principal, Professor Sally Mapstone

Diverse is a core theme of the University Strategy, and alongside our People Strategy, outlines a number of actions we are taking to create an inclusive culture. Our objectives include raising awareness of diversity events, initiatives and support, strengthening support for staff networks, creating more opportunities for employees to engage in consultations and discussions, offering a diverse range of rewarding career pathways and ensuring a working environment which supports positive working practices and behaviours.

We commit to providing a high-quality staff experience which enables all our staff to contribute, thrive, and perform at their best. By joining us at the University of St Andrews, you are joining a community which values difference, being your authentic self, and where you can play an active role in ensuring an inclusive environment for all.

University of St Andrews

St Andrews

A modern location surrounded with ancient history, St Andrews is a dynamic and friendly town found on the east coast of Scotland. Situated in the Kingdom of Fife, St Andrews has easy links to nearby commuter towns and transport links (including airports) to the nearby cities of Dundee (13 miles) and Edinburgh (c. 1 hour by train).

Beyond the lecture halls and labs, St Andrews is home to stunning, unspoilt beaches and fresh sea air. Take a peaceful stroll or an energising walk with friends along the iconic two-mile stretch of the West Sands. If you prefer the water, ride the waves at the East Sands or try sailing, sea kayaking and windsurfing. For breathtaking views, a walk to the end of the stone pier is an experience not to be missed.

St Andrews and the surrounding area is home to a wide range of restaurants and shops, while boasting an array of beautiful beaches. St Andrews is also the home of golf and there are seven local courses including the famous Old Course.

Fife is an area filled history and culture. There are nearly 5,000 listed buildings and 50 conservation areas across the Kingdom, with some historic structures dating all the way back to the 12th century. St Andrews enjoys a microclimate and is typically much drier than western parts of the country.

University of St Andrews

Further Information

This post will be primarily based in St Andrews.

Interviews will be held on the week commencing 28 September 2026

In accordance with the new immigration rules, it is with regret that this role does not meet the current suitability requirements set by the UKVI to enable sponsorship of migrant workers.

The University encourages all interested candidates to apply, and all applications received are assessed against the essential and desirable criteria listed in the further particulars. The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK without relying on University sponsorship.

Information on other visa options is available at https://www.gov.uk/check-uk-visa or by contacting our HR Immigration Team on hrimmigration@st-andrews.ac.uk.

You are expected to uphold a duty of care towards colleagues, students, and communities, and to actively contribute to a safe, respectful, and inclusive environment. This includes responding appropriately to disclosures or reports of sexual misconduct, gender-based violence, bullying, harassment, or other concerns, in line with organisational policies, and signposting individuals to the appropriate departments

University of
St Andrews