Samuel Jackman Prescod Polytechnic
VACANCIES

Applications are invited from suitably qualified persons for vacancies at the Samuel Jackman Prescod Polytechnic as listed below. Applicants are advised to go to our website at www.sjpp.edu.bb for additional information about these vacancies.

A  INSTRUCTIONAL STAFF  (Permanent)

1. Architectural Drafting
2. Agriculture
3. Occupational Health and Safety

B  CLERICAL AND ANCILLARY STAFF

1. Library Assistant I, II and III (2 permanent posts)
2. Clerical Officer (2 temporary posts)
3. General Workers (permanent)
4. Gardeners (permanent)

QUALIFICATIONS

INSTRUCTIONAL STAFF

Applicants should possess:

- a Degree in the relevant discipline or a Higher National Diploma/Certificate or a Full Technological Certificate from City and Guilds of London Institute

OR

- an Associate Degree, Ordinary Technicians’ Certificate (O.T.D) or equivalent in the relevant discipline;

OR

- the BTEC National Certificate/Diploma or O.T.D in the relevant discipline;

OR

- a City & Guilds Diploma in the relevant discipline AND three (3) to seven (7) years’ relevant experience.

A Teacher’s Training Certificate/Diploma from an approved Institution would be an asset.
LIBRARY ASSISTANT I

A University degree
Not less than five years’ relevant experience in a printed and an on-line Library Service
Excellent oral communication and interpersonal skills

LIBRARY ASSISTANT II

At least two C.X.C. CAPE certificates or equivalent and not less than four years’ relevant experience in a printed and an on-line Library Service

LIBRARY ASSISTANT III

At least four C.X.C certificates at General Proficiency level, including English Language.

CLERICAL OFFICER

At least four C.X.C certificates at General Proficiency level, including English Language.
Knowledge of and experience in working with Smart-Stream would be an asset.

GENERAL WORKER

A secondary education.

GARDENER

A secondary education.

DUTIES

INSTRUCTOR

General

In order to effectively deliver the diversified programme of the Samuel Jackman Prescod Polytechnic it is essential that staff play their part. The instructor is a key figure in the overall effort and not only must possess knowledge of the subject, but must also be capable of teaching it effectively using the most effective methods and available technology. The Instructor must also be an advisor to each student and a representative of the institution
Specific

The Instructor is expected to:

- Plan and guide students’ learning experiences toward the achievement of curriculum goals. Develop clear objectives for all lessons.
- Employ such instructional methods and materials as to most effectively meet the stated objectives.
- Assess student achievement on a regular basis and provide reports and records as required.
- Assist with the follow-up process and recruitment of students in the area of responsibility.
- Assist with the organization of courses for part-time and day release students.
- Conduct special courses which may be found necessary to satisfy the needs of industry.
- Advise on inventory requirements and change of course outline as may be necessary from time to time.

Performance Responsibilities

- Teach classes assigned by the Head of Division following an approved curriculum.
- Report all student injuries to the department head and to the office and take all other necessary action.
- Evaluate student work and report grades and attendance records to the Head of Division at times specified.
- Provide individual attention to students during the normal school day.
- Monitor students when on industrial attachment.
- Cooperate with other Instructors and Head of Division in preparing and revising instructional materials.
- Cooperate with other instructors and Head of Division in the preparation of the annual estimates of expenditure, recurrent and non-recurrent.
- Advise on inventory requirements and change of course outline as may be necessary from time to time.
- Order material and equipment for use in workshop on requisition form. Requisitions must be approved by Head of Divisions before they are submitted to the accounts section.
- Share responsibility for the safe custody of inventory equipment and tools in a particular workshop.
- Cooperate in the care, maintenance, and accountability of equipment and buildings.
- Request routine service and repairs through the Head of Division.
- Keep abreast of current technical trends in technology and industrial practices and to present the material using such instructional methods as will most effectively promote student learning.
- Advise the librarian on the selection of appropriate materials for the respective student learning.
- Attend meetings called by authorized instructors, Divisional Head, Deputy Principal or Principal.
Serve on such committees as are established by the administration or faculty for the benefit of the institution.

**LIBRARY ASSISTANT**

1. Assisting all Library Patrons with information whenever the need arises or at all times.

2. Filing Catalogue Cards

3. Preparing guides for the interior of the catalogue.

4. a) Repairing library books and periodicals.
   b) Accession and process new material.
   c) Recording periodicals in the periodicals index.

5. Sorting and shelving periodicals and books and pamphlets daily.

6. Maintaining Service Records

7. Filing and Indexing Records

8. Assisting in the Circulation Routine and managing users of the library

9. Typing book cards, catalogue cards, shelf list cards, order lists and any other typing needs of the library.

10. Participating in the daily work arrangements e.g. late opening 10:30 a.m. – 6:00 p.m. and any changes implemented in the future.

11. Compiling statistical records e.g. Daily circulation, registration.

12. Participating in the daily supervision of the Internet Laboratory and the library.

13. Aid in the clipping, sorting and indexing of articles from newspapers.

**CLERICAL OFFICER**

1. Clerical officers (not otherwise specified) perform any combination of clerical tasks requiring a limited knowledge of systems or procedures.

2. Knowledge and experience of working with Smart Stream would be an asset.

3. Any other duties which may be assigned by the Principal or anyone authorized to act on his/her behalf.
GENERAL WORKER

1. Maintain the tidiness of the workshop(s) to which he/she is assigned by:
   a) Sweeping and mopping the workshop(s)
   b) Cleaning the louvers
   c) Changing the towels and soap
   d) Removing and disposing of refuse
   e) General cleaning of the workshop(s)

2. Draw to the attention of the Instructor concerned, any tools found out of place or in an unusual condition. Draw to the attention of the Executive Officer, Head of Division or Principal, anything found unusual in the workshop(s).

3. Assist in the removal of furniture, equipment and materials within the institution.

4. Assist in the collection of furniture, equipment and materials, which were purchased, or donated to the institution.

5. Assist the Storekeeper by receiving and storing supplies of the workshop equipment and materials.

6. Carry out any other reasonable duties as may be assigned by the Principal or his/her delegate from time to time.

7. The General Worker reports directly to the Supervisor as assigned.

8. Greasing all tools, which are liable to corrode (rust).

9. The closing and securing of all window and doors in the Workshop, in the evening or immediately after classes.

GARDENER

1. Preparation of beds, sowing of seeds and planting of plants in the compound. Controlling the rapid growth of grass in the place where it is not desired by means of spraying, picking or weeding.

2. The removal of excess grass on lawns and in soak ways by means of spraying picking or weeding. The clipping of hedges as often as required and the removal of shrubs from the fence that surrounds the compound. The molding up of lawns etc. as may become necessary from time to time.

3. The mowing of lawns etc. as may become necessary from time to time.

4. Sweeping of stones, pebbles, leaves, paper and used cups from the roadway and parking area inside the campus so as to give a pleasing effect to the campus.

5. Assisting with the preparation and general improvement of the playing field and tidiness of the grounds.

6. Advising the Executive Officer on way of maintaining the beauty of the campus.
7. The Principal or Executive Officer or his/her delegate may assign any other reasonable duties as from time to time.

**SALARY SCALES**

1. Instructor Z23 (QB16)-Z2.
2. Library Assistant I (Z16-Z11) II (Z23-Z17) III (Z33-Z24)
3. Clerical Officer Z38-24
4. General Worker Category 10 (C10)
5. Gardener Category 10

Interested and qualified persons should submit their applications complete with Curriculum Vitae and the names of two referees on or before August 20, 2016 to:

The Chairman
Board of Management
Samuel Jackman Prescod Polytechnic
Wildey
St. Michael BB11103
Barbados

Only suitable applications will be acknowledged. Please visit our website at www.sjpp.edu.bb or call (246)-535-2200 or 535-2291 for further details.