

Job Description

Job title:	Laboratory Assistant
Department/School:	Science South
Grade:	2
Location:	1, 3 and 4 South

Job purpose

To provide support and assistance to the technicians for the duties necessary to fulfil the Faculty's research and teaching commitments. The post holder will also contribute to the smooth running of the departments' wider technical team including the cleaning, preparation and maintenance of materials, production of practical class materials, purchasing activities and disposal of assorted materials.

The majority of these activities will be undertaken under the guidance or direction of other technical staff.

Source and nature of management provided

Day to Day line management will be provided by a Senior Technical co-ordinator. Additional management and direction maybe provided by the South Technical Manager and FTM as appropriate.

Staff management responsibility

None.

Special conditions

Preparation, maintenance and cleaning of organisms associated with class practical's and research.
 Glove wearing – Marigold type safety gloves or similar light weight versions worn quite frequently.
 Autoclave duties can be hot and occasionally malodourous.
 Full liquid nitrogen containers can be heavy.
 Flexible working on occasion which may involve early starts or late finishes.
 Manual handling.

All necessary additional training will be provided.

Main duties and responsibilities	
1	Collect, wash and return laboratory items including glassware. Washing done by machine or by hand as appropriate.
2	Assist in the preparation of materials for practical classes and other uses.
3	Lay out materials and equipment for classes. Collect, clean and dispose of as appropriate afterwards.
4	Assist in the compilation and preparation of under-graduate practical work books and sheets
5	Checking, cleaning & replenishing and re-labelling stock items as appropriate.
6	General lab activities to include cleaning bench tops, cupboards and shelves, and hand sinks.
7	Checking and replenishing supplies at laboratory hand sinks such as soap and paper tissues.
8	Cleaning and basic maintenance of lab equipment. i.e. Gilson pipettors or pH meters.
9	Checking and replenishing general laboratory supplies such as cylinder gases, cryogens etc.
10	Participate in the use of autoclaves to sterilise lab goods or waste
11	Lab coat distribution and collection.
12	Distribution of goods from stores.
<p>Assist in similar activities to the above for summer schools and other short courses.</p> <p>The majority of the duties described above will take place in and around the Departments and buildings of 1, 3, & 4S. However some similar work will be required in and around laboratories across the Faculty of Science as and when required.</p> <p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</p>	



Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
Qualifications					
Basic level of secondary education to include numeracy and literacy.	X		X		
Experience/Knowledge.					
Working in a team as well as periods on own.	X		X	X	
Experience working in a science, food or health area.		X	X	X	
Skills					
Manual Dexterity	X		X	X	
Attention to detail	X		X	X	
Able to read and correctly interpret instructions	X		X	X	
Ability to understand verbal instruction	X		X	X	
Ability to prioritise.	X		X	X	
Ability to use a computer		X	X	X	
Attributes					
Works well under pressure	X		X	X	
Patient	X		X	X	
Conscientious	X		X	X	
Good time management skills	X		X	X	
Good communication skills	X		X	X	

Code: A/F – Application form, I/T – Interview/Test, R – References