

Job Description

JOB TITLE:	Laboratory Technician
GRADE:	Support Staff Pay Scale G
REPORTS TO:	Director of Health & Safety
CAMPUS:	BCA
JOB PURPOSE:	Supporting teaching and learning in the laboratories.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following: -

- Preparation of equipment, chemicals, materials, apparatus and the collection of samples and specimens required by all staff teaching in laboratories.
- Removal of the above when practical work is completed to wash up, dispose of, re-stock, replenish and put away, as required.
- Organisation, maintenance and cleaning of equipment in laboratories and preparation rooms to a high standard and undertaking routine 'deep cleaning' as required.
- Maintaining Health and Safety and COSHH Regulations applicable to the laboratories and the associated resources.
- Occasionally assisting students during practical classes or when undertaking project work during their studies.
- Calibration of equipment, the carrying out of minor repairs. Emergency repairs where possible.
- Collection of samples required from animals/plants for use in practical classes.

PERSON SPECIFICATION - Laboratory Technician

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Level 2 in Maths or equivalent.	x		AF / IV
Level 2 in English or equivalent.	x		AF / IV
Basic IT.	x		AF / IV
Level 2 in a Science subject or equivalent.	x		AF / IV
EXPERIENCE			
Working at a school or college.		x	AF
Required to have a certificate in Emergency First Aid at Work and to undertake the duties of a college first aider. Training to achieve this is available.	x		AF
Good organisation and communication skills are essential together with a willingness to work as a part of a team.	x		AF
Experience in stock control and ordering of equipment.	x		AF
Experience of waste removal and chemical disposal.		x	AF
SKILLS, KNOWLEDGE AND ABILITIES			
Able to safely lift heavy / awkward loads and manage equipment movement in full compliance with COSHH and manual handling safety regulations.	x		AF / IV
Experience in the use, handling, storage and basic maintenance of specialist biology equipment.	x		AF
Knowledge of specialist products relevant to the subject area.	x		AF

Able to operate, maintain and repair a variety of specialist equipment including glassware.	x		AF
Able to operate, maintain and repair a variety of specialist physics equipment including soldering skills.		x	AF

KEY:

- Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview.
- All the elements marked IV will be assessed at interview.
- All the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test/Presentation.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy