

OUR REWARD PRACTICES/ JOB DESCRIPTION: Apprentice Science Technician

Date created: September 2019

Generic role title:	Apprentice Science Technician
Job family:	Technical
Reference number:	STM-089-19
Grade:	Grade 3
Salary Scale:	£15,308- £16,670 per annum
Contract:	2 year training programme. Upon successful completion of the training programme, you will have the opportunity to remain as a permanent member of staff as a laboratory technician. Full time
School/Department:	School of physical Sciences
Location:	University of Kent, Canterbury campus
Line manager:	Chief Laboratory Technician
Immediate line reports:	N/A

Job purpose

The successful candidates will join the University of Kent on a 2 year training programme, rotating between our range of scientific laboratories to learn and provide technical support to all staff and students whilst undertaking a level 3 qualification in a relevant science qualification. Upon successful completion of the training programme, you will have the opportunity to remain as a permanent member of staff as a laboratory technician.

Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.

	<i>Frequency</i>
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1	Assisting delivery for the day to day operations to coincide with the needs of teaching and practical classes.	Daily
Example duties:		
1.1	Under supervision and following established routines, assist with the preparation of basic materials and chemical reagents required for students to carry out practical experiments.	
1.2	Assist with the routine preparation, setting-up, and taking down, issuing equipment and apparatus that will be required for teaching and practical classes.	
1.3	Basic advice and guidance in the laboratory in the correct use of general apparatus, instrumentation and equipment.	
1.4	Assist dealing with staff and students' general requirements and enquiries.	
2	Assist with maintaining laboratory equipment to ensure that it is in safe working order for use in laboratory practical sessions.	Frequency
		Daily
Example duties:		
2.1	Test, clean, check, calibrate basic equipment used in the teaching laboratories.	
2.2	Assist with the organising of equipment repairs as guided by supervisors.	
2.3	Assist in updating all service records for equipment.	
2.4	Assist with general basic routine maintenance as required.	
3	Assist with purchase requirements of consumable materials and equipment for the laboratory practical classes.	Frequency
		Daily
Example duties:		
3.1	Under direction, follow set ordering procedures to maintain the stock of general consumables in the laboratories.	
3.2	Updating chemical database for stock levels as directed by supervisor.	

3.3 Maintain routine records of laboratory work and results as directed by supervisor.		
4	Assist the technicians with the smooth day-to-day safe operations of teaching and research laboratories according to set procedures ensuring compliance with health and safety and environmental guidelines.	Frequency
		Daily
Example duties:		
4.1	Under supervision, communicate safe procedures within the laboratory to staff and students.	
4.2	Provide basic advice to students on matter of safety, and provide safe guidance on use of apparatus/equipment.	
4.3	Under supervision, update safety documentation - Risk/COSHH Assessments and manufacturer's safety data sheets (MSDS).	
4.4	Assist to ensure that laboratories are left in a safe state and secure after daily use.	
5	Assisting in supporting the school's strategy and planning to help the school develop and improve in the future.	Frequency
		Monthly
Example duties:		
5.1	Assist in supporting and facilitating the running of the school's publicity exercises such as applicant days, open days, taster days etc.	

Internal & external relationships

This section indicates with whom the job holder comes into contact and liaises/ communicates with on a regular basis, and for what purpose.

Internal: All SPS Staff and Students, Science Supplies and members of other Science Schools, Estates Department, Health, Safety and Environmental Unit.

External: Suppliers, Local Schools, Other Universities.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Working with chemicals (inc. requirement to wear latex gloves and inc. work with CO₂ or N₂ gasses)

- Working with radiation

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Qualifications / training	Essential	Desirable	Assessed via*
Educated to GCSE in English, maths and a relevant science subject (A-C grades or equivalent)	✓		A

Knowledge, skills and experience	Essential	Desirable	Assessed via*
Good manual skills and dexterity.	✓		A, T
Good IT skills, particularly Microsoft Office packages.	✓		A, I, T
Good oral and written communication skills, giving the post-holder the ability to deal confidently with a range of people.	✓		A
Understanding of health and safety matters relevant to science.		✓	A, I
Knowledge and experience of working in a higher education or similar environment		✓	A, I

Additional attributes	Essential	Desirable	Assessed via*
Keen to learn new technical skills with regard to operation and use of scientific labware and instrumentation.	✓		A, I
Flexible working hours required during term time, Willing to work on a Saturday when required (e.g. Open Days).	✓		A, I
Enthusiastic, motivated, efficient, creative, punctual.	✓		A, I
Adaptable and proactive approach to self-development	✓		A, I

*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview