

Capel Manor College

Laboratory and Resource Technician

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Laboratory and Resource Technician
Scale	Business and Learning Support
Grade	Scale 3
Responsible to	Team Leader in Animal Management
Location	Enfield
Contract	Full-time, Fixed-term

Key Responsibilities:

The key responsibility of the Laboratory and Resource Technician will be preparing equipment and materials to support science laboratory and animal practical activities. This includes cleaning, maintaining, and organizing the storage of laboratory supplies. The ideal candidate will ensure a safe and healthy laboratory environment in compliance with statutory regulations, produce risk assessments, and maintain COSHH and CLEAPSS records. Additionally, the candidate will assess and monitor health and safety procedures within the laboratory to ensure adherence to best practices.

Responsibilities:

1. Liaising with academic and technical staff over practical resourcing requirements, access scheduling and acquisition
2. Assisting with the guidance and supervision of students undertaking practical and project work within the laboratory
3. Inventorying, ordering and obtaining necessary equipment and materials following appropriate administrative and record keeping procedures in liaison with technical staff
4. Budgetary management within delegated responsibility
5. Maintaining a tidy, safe and healthy laboratory environment in compliance with statutory requirements, including the preparation of risk assessments and maintenance of COSHH/CLEAPS records and hazard data sheets
6. Contributing to the assessment and monitoring Health and Safety procedures
7. Ensuring the laboratory has updated health and safety equipment and ensuring the accident procedure is followed
8. Overseeing the correct storage, preservation and disposal of clinical / biologically hazardous waste
9. Undertaking any other duties and responsibilities of a similar nature as required.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period

Experience

- Experience of working in a laboratory environment

- Experience producing risk assessments for technician/ academic staff activities and updating hascards and CLEAPS
- Experience with preservation and maintenance of animal specimens e.g. ethanol preservation
- Experience of working in an educational environment

Skills, Abilities and Knowledge

- Excellent administrative and organisational skills
- Familiarity with ordering and financial administration
- Maintain accurate and updated stock lists of chemical/substances and equipment
- The ability to communicate effectively orally and in writing
- Good levels of scientific and computer literacy

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required