



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Laboratory Assistant, Faculty of Mathematics and Physical Sciences



Salary: Grade 2 (£16,460 – £16,766 p.a.)

Reference: MAPFS1089

Closing date: 15 July 2019

Fixed-term for 10 months from 01 September 2019 to cover the secondment of the post-holder.

We will consider job share/flexible working arrangements

Laboratory Assistant

School of Food Science and Nutrition, Faculty of Mathematics and Physical Sciences

Are you enthusiastic, well organised and versatile with a strong student service orientation? Do you want to use your skills and experience to support our busy laboratories, help to support research activities and deliver an excellent teaching experience for our students?

We are looking for a professional and proactive Laboratory Assistant to support our busy research and teaching laboratories in the School of Food Science and Nutrition. You will look after the basic hygiene and cleanliness of our laboratories, including upkeep of research laboratories including benching, equipment and apparatus and will also provide general support to the laboratories, including answering basic queries from students and performing regular basic inductions for laboratory users.

You will have experience of working in a laboratory environment, with the ability to work accurately and carefully and to follow clear instructions. You will also have good communication, numeracy and IT skills, as well as the ability to work as part of a team.

What does the role entail?

As a Laboratory Assistant your main duties will include:

- General support for research and teaching laboratories to include periodic cleaning of benches and shelves;
- Performing basic inductions for new laboratory users including laboratory familiarisation, etiquette and housekeeping;
- Washing laboratory glassware and plastic ware (by hand and using dishwashers);
- Placing clean apparatus into designated storage areas;
- Collection and safe disposal of laboratory waste;
- Preparation of simple solutions and laboratory ware under supervision;
- Dealing with basic queries from students;
- Electronically updating and maintaining laboratory inventories;
- Collection of deliveries and stock items for the laboratories;
- Checking stock and ordering laboratory consumables/apparatus;



- Assisting with the collection of liquid nitrogen.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Laboratory Assistant you will have:

- Experience of working in a laboratory environment;
- Good written and verbal communication skills;
- Good numeracy skills;
- The ability to work carefully and accurately;
- Effective interpersonal and team-working skills;
- A proven ability to follow clear instructions;
- A flexible approach to work;
- Experience of working with varied tasks;
- Good IT skills with a sound working knowledge of Microsoft Office applications.

You may also have:

- Five GCSEs or equivalent including Mathematics and a science subject;
- Knowledge of hygienic cleaning procedures;
- Understanding of hazards associated with commonly used chemicals.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Miles Ratcliffe, Technical Manager

Tel: +44 (0)113 343 2977

Email: M.Ratcliffe@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

