



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Apprentice Laboratory Teaching Technician,
Faculty of Engineering and Physical Sciences**



Starting salary: Grade 3 (£22,214 p.a.)

Reference: EPSTS1005

Closing date: Sunday 21 July 2024

You will be expected to start in September 2024

We are open to discussing flexible working arrangements

Apprentice Laboratory Teaching Technician, Faculty of Engineering and Physical Sciences.

Do you have an aptitude for science and in particular working in a laboratory environment? Do you want to begin your career as a teaching technician in one of the top Universities in the country?

We are looking for an apprentice, eager to start their career as a Laboratory Teaching Technician. As an apprentice you will provide support to the School of Chemical and Process Engineering and you will support the suite of materials analysis labs in the Faculty of Engineering Physical Sciences apprenticeship scheme.

As part of our apprenticeship technical training scheme, you will be placed on an appropriate Education Technician apprenticeship course at level 3, offered by [CSR Scientific Training Group](#), this will be online training. You will be mentored by one of our senior technicians in our laboratories, where you will be given specific training in this area. On completion of your training, you will have an ideal skill set to go on to a successful career as a teaching technician, having learnt several disciplines associated with working in a lab environment.

What does the role entail?

As an Apprentice Laboratory Teaching Technician, your main duties will include:

- Providing teaching support in the undergraduate laboratory practical classes;
- Taking personal responsibility for the preparation of materials, specimens and reagents;
- Being responsible for routine calibration and maintenance of equipment;
- Maintaining records of consumable levels and equipment, and purchase requisition stock to maintain an acceptable level;
- Being responsible for the safe disposal of hazardous waste within specified guidelines;
- Portable Appliance Testing of equipment and keeping appropriate records;
- Taking part in regular team meetings with technicians;
- Working in accordance with health and safety procedures, hazard, risk, COSHH assessments and local policies and procedures;
- Undertaking manual handling of laboratory equipment and movement of gas cylinders, using correct manual handling processes;



- Engaging fully with the relevant training courses for the apprenticeship and actively engaging in learning during the course of your day-to-day role.

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 an Apprentice Laboratory Teaching Technician, you will have:

- A minimum of Grade 4, (A*-C) at GCSE or equivalent in a science subject (gained by the time of taking up the role);
- Proven numeracy skills, for example as evidenced by a minimum of Grade 4 (A*-C) at GCSE or equivalent in Maths (gained by the time of taking up the role);
- Proven written and oral communication skills, for example as evidenced by a minimum of Grade 4 (A*-C) at GCSE or equivalent in English (gained by the time of taking up the role);
- Evidence of an aptitude for laboratory work, with an interest in science subjects and a willingness to learn new skills in this area;
- Good interpersonal and verbal and written communication skills;
- Developed organisational skills with the ability to complete tasks within set timeframes;
- The ability to work proactively and independently, and also as part of a wider support team;
- Excellent IT skills (particularly Microsoft packages);
- The ability to perform manual handling duties, for example as required to move laboratory equipment.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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:

Dr Sarah Myers, Technical Services Manager, Faculty of Engineering and Physical Sciences

Tel: +44 (0) 113 343 8191

Email: S.L.Myers@leeds.ac.uk

Additional information

Please note: If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Course attendance

This apprenticeship will involve attendance on courses relevant to the role. Time at college will be on a day release basis. Course work and any additional study required will be undertaken in your own time.

Faculty Information

Further information is available here on the research and teaching activities of the [Faculty of Engineering and Physical Sciences](#).

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Engineering and Physical Sciences we are dedicated to diversifying our community and we welcome the unique contributions that



individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@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 accordance with our [Criminal Records policy](#). You can find out more about required checks and declarations in our [Criminal Records information](#).

