



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Laboratory Assistant, School of Molecular and Cellular Biology,
Faculty of Biological Sciences



Salary: Grade 3 (£22,681 - £23,700 p.a)

Reference: FBSMB1285

Available on a full-time, ongoing basis.

We are open to discussing flexible working arrangements.

Laboratory Assistant, School of Molecular and Cellular Biology, Faculty of Biological Sciences

Are you enthusiastic, well organised, and helpful? Do you want to provide excellent support to our busy research laboratories? Would you like to work in a team that ensures our researchers and technicians have access to the best equipment, facilities, and resources?

Working as part of a flexible team you will be expected to carry out tasks associated with all the support functions provided to our research laboratories. These will include – independently undertaking day-to-day laboratory housekeeping: regular collection and safe disposal of the laboratory waste, washing up the glass and plastic ware, cleaning the laboratory benches and shelves. The sterilisation and dispensing of solutions and the use of autoclaves, setting out and clearing equipment, washing benches, and keeping the laboratories tidy will also be a priority. You will assist with the relocation of equipment and the transport of gas cylinders. You will also support senior staff with room/laboratory relocations, packing of dirty lab coats for laundry collection, and checking and sorting clean laundry, stock taking and ordering consumables. You will work flexibly and move to various area to cover for absent colleagues and support larger short-term projects. After a period of training, you will be required to fulfil a range of these duties independently as and when necessary to meet the needs of the laboratory and the School.

For this role you should have 5 GCSEs (A* - C) including Maths, English and a science subject or equivalent qualification. You should also have experience of working in a laboratory environment with a sound understanding of good laboratory practice and experience of providing a routine service. You will need to be enthusiastic about the role and have a can do attitude. As you will have daily contact with academic staff, support staff, researchers and students you should have an approachable and professional manner, along with good communication and team working skills. You will also need basic computer literacy and knowledge of safe manual handling techniques. The role will involve some moderately heavy work including the transport of equipment, waste and gas cylinders between buildings, but we will provide full training.

What we offer in return

- 26 days holiday plus approx.16 Bank Holidays/days that the University is closed by custom (including Christmas) – That's 42 days a year!
- Generous pension scheme options plus life assurance



- Health and Wellbeing: Discounted staff membership options at The Edge, our state-of-the-art Campus gym, with a pool, sauna, climbing wall, cycle circuit, and sports halls.
- Personal Development: Access to courses run by our Organisational Development & Professional Learning team.
- Access to on-site childcare, shopping discounts and travel schemes are also available.

And much more!

What does the role entail?

As a Laboratory Assistant, your main duties will include:

- Collection and effective disposal of various types of laboratory waste including packaging & recycling as appropriate;
- Collection and return of laboratory glass/plastic ware after washing by hand or dishwasher;
- Operating machinery and equipment, including carrying out regular basic maintenance and cleaning; This will include operating large capacity autoclaves for media sterilisation and waste disposal;
- Cleaning and decontamination of bench surfaces etc., and maintaining general tidiness within communal areas;
- Cleaning and decontamination of research equipment such as incubators and centrifuges;
- Preparation of laboratory solutions, plates and media for microbiology and tissue culture;
- Decontamination and safe disposal of broken/redundant equipment;
- Collection and distribution of dirty/clean laundry;
- Transporting gas cylinders and replacing the gas cylinders regulators;
- Carrying out routine record keeping, data inputting, cataloguing, logging and maintenance of simple databases, ensuring accurate records are maintained;
- Replenishing stocks of consumables and stores of basic equipment, goods receipting and following set stock control procedures;
- Operating in accordance with local policies, Health and Safety procedures, hazard, risk, Control of Substances Hazardous to Health (COSHH) assessments;



- Identifying problems or difficulties and communicating these to a supervisor/manager.

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 including some manual handling.

What will you bring to the role?

As a Laboratory Assistant, you will have:

- Five GCSEs including Maths, English and a science subject or equivalent qualification;
- Experience of working in a laboratory environment with a sound understanding of GLP (good laboratory practice);
- Effective communication skills with a wide range of people, such as staff, students and members of the public;
- Experience of providing a routine service working accurately and flexibly to ensure all deadlines are met within a required timeframe;
- The ability to follow clear instructions with good attention to detail;
- Good IT skills with a sound working knowledge of the common Microsoft applications and experience of data input;
- The ability to perform physically demanding tasks, including the setting out and clearing of equipment, waste disposal, room/laboratory relocations, etc;
- Knowledge of safe manual handling techniques.

You may also have:

- Experience of handling gas cylinders;
- Experience of working under aseptic conditions;
- Experience in stock taking and ordering;
- RSci (Registered Scientist) or RSci Tech (Registered Science Technician).

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:

Tabitha Howe

Email: t.r.howe@leeds.ac.uk

Additional information

Find out more about the [Faculty of Biological Sciences](#)

A diverse workforce

The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences gained a Bronze award in 2014 and submitted an application for a Silver award in April 2017. We are proud to be an inclusive Faculty that values all staff, and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our [Athena SWAN webpage](#) provides more 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.

Salary Requirements of the Skilled Worker Visa Route

This role is not eligible for Skilled Worker visa sponsorship. Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>

