



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Assistant Laboratory Technician,
School of Food Science and Nutrition**



Salary: Grade 3 (£25,249 – £26,093 p.a. depending on experience)

Reference: ENVFS1173

Full-time, Ongoing role

Closing date: Sunday 25 October 2026

This post will be campus based 5 days per week

We are open to discussing flexible working arrangements

Assistant Laboratory Technician, School of Food Science and Nutrition, Faculty of Environment and Social 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 and help deliver an excellent learning experience for our students?

We are looking for a professional and proactive Assistant Laboratory Technician to provide support across our busy laboratories in the School of Food Science and Nutrition. You will assist with the day-to-day upkeep, organisation and operation of our laboratories, including maintaining high standards of cleanliness, preparing materials, maintaining equipment and enhancing the laboratory user experience through giving basic training and providing general support and advice.

You will have five GCSEs or equivalent including Mathematics and a science subject. You will also have a good understanding of chemical hazards, safe handling and disposal, with the ability to work safely and maintain a high standard of hygiene. In addition, you'll also have good organisational and communication skills, and the ability to work on your own initiative and as part of a team.

Please note this role is campus based five days per week.

Main duties and responsibilities

- Maintaining hygiene and cleanliness standards in the laboratories, including periodic cleaning of workspaces, washing laboratory glass and plastic ware and returning to storage locations, adhering to cleaning regimes where applicable;
- Assisting in preparing materials such as equipment and reagents for laboratories, including for taught practical classes and research projects;
- Sourcing and ordering consumables, chemicals, minor laboratory equipment, and upkeeping electronic inventories;
- Operating, maintaining and troubleshooting basic laboratory equipment;
- Performing basic student inductions, with supervision, into laboratories;
- Supporting the teaching of basic principles of laboratory techniques while under supervision;



- Promoting, and operating in accordance with, health and safety protocols, including COSHH and Risk Assessments, waste and spill management, cryogenic liquid and gas safety;
- Collection and safe disposal of laboratory waste;
- In liaison with management, answering basic laboratory users, signposting complicated queries to senior technical staff;
- Participating in school post-applicant open days, University open days, Outreach events and induction week, as a member of the laboratory organisation and presentation team;
- Applying knowledge to solve routine problems and use initiative;
- Maintaining accurate records of work undertaken, using appropriate IT software;
- Assisting with general administrative tasks associated with the operation of the laboratories;
- Actively demonstrating a commitment to professional development by continuing to advance knowledge, understanding and competencies.

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.

Qualifications and skills

Essential

- Five GCSEs or equivalent including Mathematics and a science subject;
- Good organisational and time management skills, and the ability to follow instructions;
- Effective communication skills including verbal and written;
- Good interpersonal skills and the ability to communicate with a wide range of people, such as staff, students and members of the public;
- The ability to work on your own initiative and with flexibility;
- Ability to perform routine practical tasks with attention to detail;
- A positive attitude towards teamwork;
- Good IT skills, including a working knowledge of Microsoft Office;
- The ability to work safely under pressure and to deadlines;
- An understanding of basic safety regulations, documentation, and procedures, including the hazards, safe handling, and disposal of a wide range of



chemicals, alongside the ability to maintain a high standard of cleanliness and hygiene.

Desirable

- Practical experience of working in a laboratory environment.
- Professional accreditation such as RSciTech, or willingness to work towards;

Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 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.

Please note that due to Home Office visa requirements, this role is not suitable for first-time Skilled Worker visa applicants.

Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>

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

Find out more about the [School of Food Science and Nutrition](#)

Find out more about [Equality and Inclusion](#) in the Faculty

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.

Our University

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the School of Food Science and Nutrition 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, those who belong to a



minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

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

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.

