**JOB DESCRIPTION**

**Classroom Assistant**

**Vacancy Ref: N2668**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Classroom Assistant</th>
<th><strong>Present Grade:</strong> 3</th>
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<tr>
<td><strong>Department/College:</strong> Lancaster Medical School</td>
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<td><strong>Directly responsible to:</strong> Programme Manager</td>
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<td><strong>Supervisory responsibility for:</strong> NA</td>
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**Other contacts**

**Internal:** The post holder is required to liaise with and coordinate activities with a number of internal staff and students:
- Lancaster Medical School academic, clinical and professional service staff
- Undergraduate medical students across all year groups
- Faculty of Health and Medicine staff
- Academic staff across other university departments
- Staff within central university for example but not exclusively administration, finance, facilities, hospitality

**External:** Clinical and administrative staff at the NHS in particular, University Hospitals of Morecambe Bay, East Lancashire Teaching Hospitals and Blackpool Victoria Hospital. Employment and Recruitment Services (ERS) temporary staff, visitors to the department and suppliers.

The role holder will provide classroom and administrative support for the Clinical Skills and Clinical Anatomy teaching spaces:

**Major Duties:**

- Support the management of clinical skills, simulation, models and audiovisual equipment of the Medical School.
- Assist staff in the set-up, take-down and preparation of the spaces for teaching delivery and independent learning.
- Prepare and maintain anatomical and clinical skills models, including cleaning, (ensuring it is cleaned, maintained and stored safely, in accordance with manufacturers recommendations), including creating and maintaining an inventory.
- Organise and maintain a student booking system.
- Assist the clinical skills staff in managing consumables including stock check and ordering.
- Dispose of waste materials in accordance with local rules.
- Develop an overview and working knowledge of the clinical skills and anatomy teaching timetables.
- Support the directors and senior staff in ensuring adherence to appropriate health and safety policies, procedures and guidance.
- Liaise with co-ordinators and senior professional service staff in supporting the administration of the programme relating to clinical skills and anatomy teaching, for example printing registers, guidance documents and educational material.

Any other duties as may reasonably be required by the head of school or their nominee, consistent with the grade of the post.