**JOB DESCRIPTION**

**Ref: N2790**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Apprentice Teaching Technician</th>
<th><strong>Grade:</strong> 4S</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department/College:</strong> LEC</td>
<td></td>
</tr>
<tr>
<td><strong>Directly responsible to:</strong> Senior Teaching Technician</td>
<td></td>
</tr>
<tr>
<td><strong>Supervisory responsibility for:</strong> None</td>
<td></td>
</tr>
</tbody>
</table>

**Other contacts**

**Internal:** Academic, technical and research staff, post-graduate and under-graduate students from LEC and the wider University, professional services staff, Facilities staff.

**External:** Equipment manufacturers and their engineers, suppliers and contractors.

**Major Duties**

To work under the direction of the Senior Teaching Technicians, and together with other members of the Technical Team, to provide technical support for LEC’s laboratory activities. This will predominantly be based within the two teaching laboratories in LEC and provide key support for the departments diverse teaching activities. This will include:

1. Preparation of equipment, samples and chemicals for practical classes and open days.
2. Provision of technical support during practical sessions.
3. Support for under-graduate and post-graduate taught projects where appropriate.
4. Help ensure laboratory safety and PPE requirements for staff, students and visitors.
5. Adherence to COSHH and Risk Assessment guidelines and implementing safe systems of work.
6. General laboratory housekeeping duties including safe storage of chemicals, maintaining a safe and tidy laboratory environment, ensuring the supply of consumable items, stock rotation, waste disposal.
7. Maintenance of an inventory of chemicals, samples and equipment held in the teaching laboratories.
8. Perform routine maintenance of laboratory equipment and instruments.

**Other Duties**

To support other areas of the department by undertaking other duties appropriate to the grade of the post as and when required by the Head of Department or a nominated representative.