## JOB DESCRIPTION

**N2790**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Technician</th>
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<tbody>
<tr>
<td>Grade:</td>
<td>5S</td>
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<tr>
<td>Department/College:</td>
<td>LEC</td>
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**Directly responsible to:** Senior Teaching Technician

**Supervisory responsibility for:** None

### 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. Visitors to the department taking part in UG open days and other visit days.

### Major Duties

To work with other members of the Technical Team, to provide technical support for LEC’s laboratory and field-based 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. Management, preparation and development of practicals and fieldwork activities for practical classes and open days.
2. Provision of technical support during practical sessions, including demonstrating activities, teaching support and some supervision. This may include occasional support for activities based away from Lancaster.
3. Support for under-graduate and post-graduate taught projects where appropriate.
4. Ensure safe and effective use of the laboratories including writing COSHH and Risk Assessments, implementing safe systems of work and enforcing use of appropriate PPE for staff, students and visitors.
5. Maintenance of a high standard of housekeeping including cleanliness and maintenance of the laboratory, liaising with Facilities staff when necessary.
6. Order chemicals and equipment required for practical classes, ensuring safe storage of chemicals, and appropriate and safe waste disposal.
7. Maintenance of an inventory of chemicals, samples and equipment held in the teaching laboratories.
8. Routine maintenance of laboratory equipment and instruments.
9. Organise laboratory shutdowns, when required.

### 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.