

Job Description

Lab Assistant

Role Overview

A Lab Assistant in the School of Chemical & BioPharmaceutical Sciences may undertake the following roles:

1. The general servicing and cleaning of chemical laboratories including cleaning and washing of glassware, equipment and facilities as required.
2. The preparation of materials and equipment for practical classes, demonstrations, assessments, practical examinations in laboratory and other areas.
3. The fetching, transportation and storing of materials and equipment and the replenishing of stocks and consumables as appropriate.
4. The maintenance of laboratories and associated areas in a clean, tidy and secure manner and informing the Senior Technical Officer or relevant line manager if they identify any hazards in the workplace.
5. Undertaking such other duties as the Head of School/Head of Discipline/Senior Technical Officer or other authorised officer may assign from time to time.

Duties:

The range of duties assigned to a Lab Assistant may involve:

- Washing and/or cleaning laboratory/workshop equipment, instruments and glassware.
- Assisting technical staff with the organising, preparing and setting up of practical classes.
- Assisting with the carrying out of safety audits in all areas of operation in cooperation with other grades of staff.
- Assisting with the safe disposal of used materials e.g. chemical materials containing toxic, hazardous and volatile materials.
- Assisting with the securing and storing of laboratory equipment, and consumable materials.
- Assisting with stock control of equipment and the clear-out of materials, where required.
- Taking delivery of equipment and consumable materials.
- Assisting technical staff with student project work etc., (within reasonable guidelines) when requested by the Head of School/Head of Discipline, Senior Technical Officer Lecturer or other authorised officer.
- Ensure that laboratories and associated areas are kept clean, tidy and in good order.