

## Job advert

# Assistant Laboratory Technician

(Part time, up to 15 hours per week)

## Context

**INTO is an organisation working in partnership with leading British universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. Our Centres deliver guaranteed progression onto leading British undergraduate and postgraduate courses. Each INTO Centre is managed by a joint venture management board on which INTO and the partner university are equal shareholders**

INTO UEA is a joint venture partnership between INTO University Partnerships and the University of East Anglia based at the beautiful University Campus on the outskirts of the historic city of Norwich. INTO UEA teaches a range of academic pathway and English courses primarily to prepare international students for their University course. The Newton A-level Programme is also taught at the Centre.

## Requirements

An assistant science technician is required to provide support for all aspects of the practical work associated with the teaching of the sciences on the Foundation and Newton A-level Programmes.

To prepare, set-up and clear-up of biology, chemistry and physics practical classes and practical exams. To assist with the day to day running of the three teaching laboratories. To maintain good standards of house-keeping, carry out regular safety checks, safely dispose of laboratory waste, stock control and adhere to all health and safety procedures in the laboratories, preparation areas and in relation to Covid-19.

The ideal candidate will possess a degree or postgraduate qualification in Science (preferably in the chemical or biological sciences), experience working in a laboratory and available for an immediate start.

## Salary

£12.51 per hour

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If you feel you have the necessary skills, experience and interest for this post, please download the application form from our website <http://into-corporate.com/jobs> and return with a covering letter stating why you are interested in working for INTO University of East Anglia, to: [intouea.recruitment@intoglobal.com](mailto:intouea.recruitment@intoglobal.com)

**Closing date for applications: Thurs 15<sup>th</sup> October 2020**

### Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions**

INTO is an equal opportunities employer.

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving. To find out more please visit [www.into-giving.com](http://www.into-giving.com).

# Job Description

## Laboratory Technician

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### Context

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### Job Purpose

To provide general support for science staff and students, including preparation of student laboratory practical classes and maintenance of resources.

### Key Accountabilities

- To assist in the set-up of a new science laboratory.
- To prepare, set up and clear up practical lessons for biology, chemistry and physics.
- To order chemicals, consumables and equipment.
- To keep good records and process paperwork from orders.
- To carry out/arrange regular safety checks on equipment (electrical testing, fume cupboards etc).
- To maintain laboratory equipment.
- To arrange laboratory waste disposal.
- To be responsible for laboratory health and safety.
- To complete COSHH and risk assessments for practical classes.
- To maintain good standards of housekeeping in the preparation room and laboratory.
- To assist teaching staff during lesson time and, where necessary, help students with experiments.
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request;**
- **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

### Location

At the University of East Anglia in Norwich.

### Salary

Salary Band C

See next page for Person specification

## Person Specification

	Essential	Desirable
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>• Appropriate DBS disclosure will be required prior to confirmation of appointment.</li> <li>• Eligibility to work in and travel freely to and from the UK, e.g valid UK or EC passport.</li> </ul>	
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• A science degree in a relevant area (biological, physical or chemical sciences).</li> </ul>	<ul style="list-style-type: none"> <li>• PGCE teaching qualification.</li> <li>• A postgraduate qualification in an appropriate subject.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working as a technician in a wet science laboratory (biology, physics or chemistry).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with international students.</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to prepare practicals in all science areas (biology, chemistry and physics).</li> <li>• Excellent command of written and spoken English.</li> <li>• Good IT skills (Excel, Word, PowerPoint).</li> <li>• The ability to prioritise, meet deadlines and work under pressure.</li> <li>• Good working knowledge of health and safety issues and ability to carry out safety checks on equipment.</li> <li>• Knowledge required to complete COSHH forms and dispose of laboratory waste.</li> <li>• Ability to build and manage relationships with teaching staff and students from a range of linguistic, ethnic and cultural backgrounds.</li> <li>• Committed and responsible for promoting and safeguarding the welfare of children and young adults.</li> </ul>	