

JOB DESCRIPTION

Vacancy reference:	SRF35522
Post Title:	Ancillary Technician
Grade:	2
School/Department:	Technical Services, Operations
Reports to:	Technical Manager
Responsible for:	N/A

Purpose

To assist in the delivery of effective high quality operations support including housekeeping, hygiene standards and supplies in specialist areas.

Main duties and responsibilities

- To assist with operational activities within specialist teaching and/or research areas such as laboratories, workshops, preparation rooms, theatres, classrooms and studios.
- To replenish supplies to ensure that adequate stock levels are maintained.
- The housekeeping, cleaning and maintenance of hygiene standards in specialist areas including glassware and waste processing and disposal, using equipment such as autoclaves and glasswashers.
- Monitoring of environments where teaching and research materials are stored.
- To assist with layout and clearing of practical classes and transport of teaching and research materials between buildings.
- To work in accordance with University Health and Safety guidelines and to fulfil roles such as fire warden or first aider.
- Any other duties, as defined by the line manager that do not change the general character of the job or the level of responsibility entailed.

Supervision received

The post holder will organise themselves and carry out day to day tasks under the guidance of senior technicians and/or Technical Manager.

Supervision given

None.

Contact

Technical staff in other Clusters.

Terms and conditions

36 hours per week, Monday to Friday.

PERSON SPECIFICATION

Job Title	School/Department
Ancillary Technician	Technical Services/Operations

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Able to actively participate in and work as part of a team. • Able to carry out allocated, prescribed tasks to time and to the standard required. • Able to work to well established routines under regular direct supervision. • Able to provide and obtain basic information and assistance. • Ability to follow simple oral or written instructions. • Able to solve basic problems by adhering to established practices and procedures. • Able to use mechanical and electrical equipment. • Able to lift, move and position equipment and materials safely e.g. goods, glassware, trolleys, ladders, chemicals. • Good Communication and IT skills. 	<ul style="list-style-type: none"> • Ability to use initiative and work proactively
Attainment	<ul style="list-style-type: none"> • No formal qualifications required. • Basic numeracy and literacy at an appropriate level to perform duties such as record keeping. • Learning gained through some work experience and training. 	<ul style="list-style-type: none"> • Good general education to GCSE or equivalent • UK driving licence
Knowledge	<ul style="list-style-type: none"> • Basic knowledge of established practice and procedures. 	<ul style="list-style-type: none"> • Working knowledge of relevant systems, equipment and processes

	<ul style="list-style-type: none"> • Basic knowledge of health and safety policy and procedures affecting self and others. 	e.g. basic glassware used in laboratories.
Relevant Experience	<ul style="list-style-type: none"> • No prior experience of similar role required. • Some workplace experience gained through prior general work experience or training. 	<ul style="list-style-type: none"> • Experience of meeting the needs of customers. • Experience of manual handling.
Disposition	<ul style="list-style-type: none"> • Commitment to the values and professional behaviours of the University. • Evidence of continuing personal development and training. • Commitment to staff and student development and support. • Flexibility with working hours. 	
Other		

Completed by: Scott O'Brien	Date: 26/05/2021
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