



JOB DESCRIPTION

Job Title:	Central Services Assistant
Department / Unit:	School of Biological Sciences
Job type	Technician
Grade:	RHUL 3
Accountable to:	Technical Operations Manager
Accountable for:	n/a
Purpose of the Post	
Based within the technical team of the school, the purpose is to provide routine services to the school in autoclaving (waste and equipment), washing up and sterilisation of laboratory glassware. Also provision of general lab support when required within the School of Biological Sciences	
Key Tasks	
<ul style="list-style-type: none"> • Coordinate the collection, delivery and/or disposal of materials processed through central services. • Provide absence cover and support for stores when required. • Routine maintenance and care of equipment in central services. • Prepare and support Applicant Visit Day (AVD) laboratory sessions • Assist occasionally with the maintenance of teaching laboratory tidiness, setting up and clearing away of practical sessions. 	
Other Duties	
<ul style="list-style-type: none"> • Preparation of standard materials such as media and solutions. • Assistance with record keeping for autoclave and glasswasher usage • Any other duties as required by the line manager or Head of Department commensurate with the grade. 	
Internal and external relationships	
Colleagues within the school, other technicians, research and academic staff Students – undergraduate and postgraduate Other departmental technicians across the college Service engineers.	
As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.	