**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Technician</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Biological Sciences</td>
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<tr>
<td>Job type</td>
<td>Full-Time Permanent</td>
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<tr>
<td>Grade:</td>
<td>RHUL 5</td>
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<tr>
<td>Accountable to:</td>
<td>Technical Operations Manager</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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</tbody>
</table>

**Purpose of the Post**

Based in the Department of Biological Sciences to provide technical support of practical sessions in undergraduate practical teaching. Responsibility for the safe, efficient care and running of department laboratories, equipment and associated facilities as directed by the Technical Operations Manager or nominated deputy.

**Key Tasks**

Preparation of teaching laboratory, equipment and materials for teaching terms. Carrying out adjustments, minor maintenance and repair of general and specialist equipment used in teaching. Setting up, cleaning and clearing away of equipment. Preparation of specialised solutions and reagents. Check and replenish stocks of chemicals and consumable items from stores including solvents, gases, liquid nitrogen, printer cartridges and recorder paper. Removal of waste solvents and chemicals from teaching laboratories and research laboratories as detailed in the department procedure for the disposal of waste chemicals. Advise staff and students on safe laboratory techniques, handling of chemicals and use of specialist equipment such as spectrophotometers and centrifuges.

Monitor the booking of teaching laptops. Including also the setup of audio-visual and display equipment for teaching and events and to liaise with AV department / IT when required.

Responsibility for record keeping and servicing of the darkroom facility. Including recording safety checks on equipment, induction and instruction of all new users, maintenance of training log, troubleshooting problems.

Assisting with Department safety checks i.e. monitoring of eyewash, first aid kits, legionella flushing and calibration of gas monitors.
### Other Duties

Monitoring bookings for the departmental vehicle.
Assistance with maintenance personnel both external and internal.

Support Open Days, Applicant Visit days and other public, or department events.
Occasional cover for glasshouse duties, including daily watering, application of treatments, disposal of specialist waste in accordance with Department procedures, and general operation of Level 3 greenhouse. Covering for other plant growth facilities when required.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Colleagues within the department, other technicians, administrative and academic staff
- Students – undergraduate and postgraduate
- Other departmental technicians across the college
- Estates and maintenance personnel
- External suppliers; service engineers.