

**Directorate:** Growth, Environment and Transport  
**Unit/Section:** EPE/PP/KSS  
**Grade:** KR3  
**Responsible to:** Principal Scientist

**Purpose of the Job:**

To provide support to the laboratory staff of Kent Scientific Services

**Main duties and responsibilities:**

- Undertake sample preparation
- Monitor and maintain stock levels of consumable items
- Perform routine maintenance tasks in the Laboratory (replacement of instrument filters, for example)
- Help maintain cleanliness in the laboratory
- Maintain a supply of clean dry glassware by hand washing and by use of the laboratory washing machines
- Undertake the collection and redistribution of Kent Scientific Services staff laundry
- Dispose of completed samples
- Carry out sample collection and delivery and other driving as required using Kent Scientific Service vehicles

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Laboratory Assistant*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	GCSE grade C (or grade 4) or higher in maths, english and either chemistry or combined science or equivalent  Driving license
<b>EXPERIENCE</b>	None required
<b>SKILLS AND ABILITIES</b>	Organised and methodical Work as part of a team Able to exercise initiative
<b>KNOWLEDGE</b>	Basic knowledge of chemistry
<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b>  <b>Open</b> Acting with integrity, honesty and transparency, willing to learn and treating people fairly and with respect.  <b>Invite Contribution and Challenge</b> Working collaboratively to find new solutions that put the interests and wellbeing of Kent people first.  <b>Accountable</b> Taking personal and professional responsibility for our actions, performance and the council's money.