

Kent County Council

Job Description: *Laboratory Assistant (Apprentice)*

Directorate: Growth, Environment and Transport
Unit/Section: GC/CP/KSS
Grade: KR Entry Apprenticeship
Responsible to: Toxicology Services Manager or Analytical Operations Manager

Apprenticeship Training Details

Name of Apprenticeship Standard:	Laboratory Scientist
Level of Apprenticeship:	6
Length of Study:	48 months

Purpose of the Job:

To provide support to the laboratory staff of Kent Scientific Services

Main duties and responsibilities:

- Undertake appropriate course of study
- 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
- Undertake appropriate laboratory analysis following all required practices and procedures
- 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 their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Laboratory Assistant (Apprentice)*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Sufficient to qualify for entry onto an approved degree apprenticeship study course. This generally means a minimum of 104 tariff points at level 3 qualifications (A Level or equivalent) and must include chemistry, or a chemistry pathway, and preferably Mathematics. GCSE grade 4/C in English (language or literature) and Mathematics.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Organised and methodical Work as part of a team Able to exercise initiative
KNOWLEDGE	<ul style="list-style-type: none"> Level 3 knowledge of chemistry
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>