

## Kent County Council

### Job Description: *Laboratory Assistant (Apprentice)*

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**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 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 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.

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### Person Specification: *Toxicology 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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>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.</p> <p>GCSE grade 4/C in English (language or literature) and Mathematics.</p>
<b>EXPERIENCE</b>	None required
<b>SKILLS AND ABILITIES</b>	<p>Organised and methodical</p> <p>Work as part of a team</p> <p>Able to exercise initiative</p>
<b>KNOWLEDGE</b>	Level 3 knowledge of chemistry
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> <p>If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post.</p>

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