IMPERIAL

Laboratory Aide

Department/Division/Faculty:	Metabolism, Digestion and Reproduction, Faculty of Medicine
Campus/Location:	Hammersmith Campus
Job Family/Level:	Operational, level 1b
Responsible to:	Laboratory Manager
Line management for:	N/A
Key working Relationships (Internal):	Research staff and students, technical and administrative staff, support services.
Key Working Relationships (External):	College suppliers
Contract type:	Full-time, open ended

Purpose of the Post

Under the overall direction and supervision of the Laboratory Manager, the post holder will be involved in the provision of general laboratory support including the preparation of stock solutions/ media, autoclaving, and assisting with stocktaking and ordering of supplies.

The post holder will support the Laboratory Manager in the provision of an effective and efficient support service to researchers and students based at the Hammersmith Campus.

Key Responsibilities

- General laboratory administrative duties including ordering supplies.
- Replenish stocks of consumables, stores of basic equipment, to ensure there are always adequate supplies available to meet work requirements.
- Preparing stock solutions/media as directed
- Glass washing and replenishing
- Autoclaving
- Ensuring good laboratory practice is maintained – keeping work areas clean and tidy.
- Identify problems or difficulties and communicating these to Laboratory Manager

- Compliance with relevant Health & Safety procedures affecting yourself and others in the areas in which you work
- Helping the lab manager oversee safe disposal of hazardous chemicals
- Provide holiday cover in other areas in the departments

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Education	
Minimum of a good standard of education evidenced by up to 5 GCSEs (grade 4 and above) or equivalent, demonstrating numeracy and literacy	E
Experience	
Previous experience of working in a similar research and teaching environment	D
Competence in undertaking a range of technical support activities independently	D
Knowledge	
Basic understanding of Health and Safety regulations and procedures	D
Understanding of/interest in basic principles of scientific research/technical discipline	D
IT literate, with knowledge of Microsoft packages including Excel, Word and Outlook	E
Skills & Abilities	
Written and verbal communication skills	E
Manual dexterity will be required	E
To work collaboratively in order to build and sustain working relationships	E
Ability to follow instructions and written protocols	E
Self-motivated, innovative, enthusiastic, proactive and ability to work independently	E
To work in a planned and methodical way with minimal supervision	E

To prioritise work effectively	E
Ability to communicate confidently and effectively with University staff at all levels as well as students	E

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

[November 2026]