

The Leicestershire College

Job Description

1. Job Details

Job Title:	Laboratory Technician
Department:	Higher Education
Reporting To:	Curriculum Manager
Competency Level:	Curriculum Support 2
Hay Grade:	G3
Salary:	£28,356 - £29,207 per annum
Date of Job Evaluation:	
Date:	April 2026

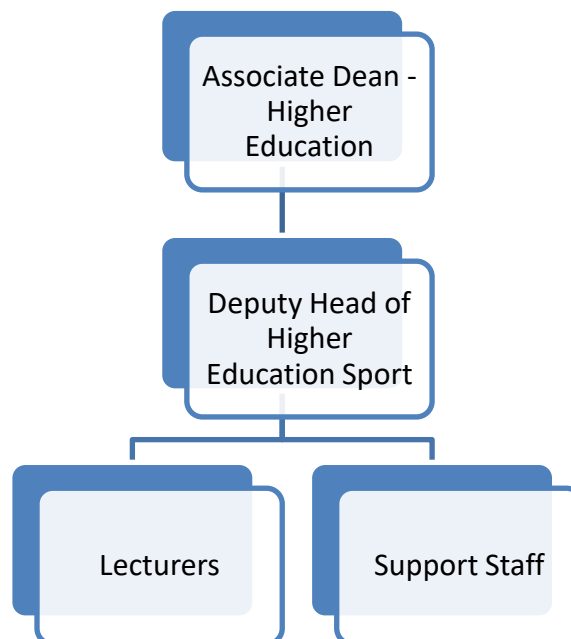
2. Job Purpose

To provide technical and administrative support to the Higher Education Sport curriculum area. This includes supporting in the delivery of inspiring teaching and learning where the knowledge being transferred is usually know-how or tacit knowledge which is usually connected with skill in performing a job, online learning or employer training.

3. Dimensions

Not applicable.

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- Prepare, organise and maintain laboratory and sports equipment, materials, and stock levels to support teaching, learning and practical sessions.
- Support the delivery of high-quality teaching and learning in laboratory-based sessions, including administering practical's in areas such as physiology and biomechanics.
- Ensure safe working practices by carrying out risk assessments, regular maintenance and safety checks, and maintaining accurate records (e.g. stock, incidents, equipment).
- Provide guidance and supervision to students on practical work and project activities.
- Manage procurement processes, including sourcing quotations, ordering equipment, and liaising with suppliers to resolve deliveries and shortages.
- Contribute to wider departmental activities such as open days, inductions, inspections, enrichment activities and internal/external reviews.
- Maintain up-to-date knowledge of relevant technologies and practices, and act as a liaison with external partners and agencies.
- Provide flexible support, including emergency cover where appropriate, and undertake additional duties as required.

- Promote and safeguard the welfare of children, young people and vulnerable adults in line with institutional policies.
- To undertake curriculum area responsibility duties as designated by the Curriculum Manager.
- To comply with and develop best practice administrative and quality assurance systems.
- To undertake and deliver appropriate staff development and training, including the maintenance and updating of specialist skills.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management.

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
To prepare and organise equipment and materials for lecturers, labs and practical sport	To support the delivery of high-quality lessons
To assist in delivery of high-quality teaching and learning experiences for lab-based sessions	To ensure students are satisfied with their programmes and achieve
Ensure that safe working practices are maintained, carry out risk assessments and ensure equipment is regularly checked for safety	To ensure that the department maintains a safe environment for students
Obtain quotations and make out orders for authorisation. Liaise with suppliers; chase deliveries and shortages	To support the delivery of high-quality lessons
Assist lecturers in demonstrating equipment or techniques to student groups	To ensure high quality teaching and learning

8. Key Working Relationships and Communications

Internal: Dean, Associated Dean, Deputy Head, Curriculum Manager, Subject Area Lead, Curriculum Staff, Administration Staff, and Support Services Staff

External: Awarding Bodies

9. Scope for Impact

Not applicable.

10. Competency Profile

The following profile is a description of the required competencies of the role:

<p>Working with Excellent People</p> <p>Own actions and behaviours are inspiring and engage others considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support.</p> <p>Increases employee engagement Communicates with accuracy; enables mutual understanding; confident presenter.</p>	<p>Responsiveness</p> <p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas.</p> <p>Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions.</p> <p>Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.</p>
<p>Ensuring Financial Sustainability</p> <p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Self-Awareness</p> <p>Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies.</p> <p>Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p>
<p>Delivering Excellent Quality</p> <p>Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge.</p> <p>Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.</p>	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a relevant degree in sports science	•		Application/ Certificates
2.	Possess a MSc in a relevant subject area		•	Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Experience of teaching or training		•	Application/ Interview
5.	Experience of ensuring health and safety compliance	•		Application/ Interview
6.	Evidence of effective use of ICT/ILT in all aspects of work	•		Application/ Interview
7.	Experience of using equipment within a range of sport science disciplines, e.g. biomechanics and physiology	•		Application/ Interview
SKILLS & KNOWLEDGE				
8.	Ability to lead on lab sessions within a range of sport science disciplines, e.g. biomechanics and physiology	•		Application/ Interview
9.	Good teaching and learning skills		•	Interview
10.	Work flexibly and to deadlines	•		Interview
11.	Excellent planning, administration and organisational skills	•		Interview
12.	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
13.	Work independently and as a part of a cross-curricular team	•		Interview
14.	Possess a vocational background knowledge and an ability to engage with vocational content	•		Application/ Interview
15.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
16.	Work effectively with colleagues as part of team	•		Interview
17.	Motivate and relate with students from a range of different cultural backgrounds	•		Interview
18.	Comply with professional standards at work	•		Interview
19.	Show commitment to the improvement and maintenance of standards	•		Interview
20.	Promote the College's equal opportunities policy and practices	•		Interview
21.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in April 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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