**WORKSHOP / LABORATORY ASSISTANT**

**Job purpose:**

To support a student to gain access to the practical aspects of their course such as in a science laboratory, technical workshop or studio situation.

**Main duties:**

* To provide specialist assistance to students with visual, mobility or manual dexterity difficulties.
* To give students control, choice and flexibility in a safe environment to allow full participation in practical classroom activities.
* To provide specialist practical support with equipment in studios / architectural workshops and in computer laboratories with PC operation and data input.
* In scientific laboratories, to help with specialist equipment set up / use and the undertaking of experiments. May include reading instructions, recording experiment results and taking notes.
* To adhere to the Code of Conduct as issued by the Register of Support Providers at Queen’s
* To complete and return all relevant Register paperwork / timesheets for each support relationship in a timely and accurate manner.

WORKSHOP / LABORATORY ASSISTANT

## Personnel Specification

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| **Educational and Professional Qualifications** | Essential | Educated to degree level;  Knowledge of the subject area. |
| Desirable | Knowledge and experience of the practical setting such as a laboratory or workshop |
| **Previous Experience/training** | Essential | Practical experience of the particular educational setting;  Awareness of any health and safety issues and practices. |
| Desirable | Experience of working with disabled people. |
| **Job Related Achievements** | Essential | Practical experience in the requisite area;  Ability to accurately record results and take comprehensive notes. |
| Desirable |  |
| **Inter-personal Skills** | Essential | Excellent oral and written communication skills;  Ability to listen carefully and to accurately follow instructions;  Awareness of confidentiality;  Good interpersonal skills. |
| Desirable |  |
| **Special Factors** | Desirable | Flexibility over working hours. |