Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>12386</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Laboratory Cleaner</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Project Officer (Ecosystems)</td>
</tr>
<tr>
<td>Salary:</td>
<td>£16,017 to £18,212</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Grade</td>
<td>3</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>8 August 2016</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Michelle Gallacher</td>
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</tbody>
</table>
2. Summary of duties

The post holder will undertake cleaning duties to ensure a clean, hygienic and safe environment in designated laboratories:

- Sweep, vacuum and disinfect floors
- Empty waste bins
- Remove all waste from work areas
- Damp wipe top of fridges, freezers, trunking window sills and shelving
- Clean hand-wash basins and ensure soap and towels are available
- Clean door handles and vision panels
- Launder laboratory coats
- Liaise with academic, research and technical staff in laboratories when cleaning their work areas
- Alert a member of the technical team to any potential dangerous situations in the laboratory
- Carry out other duties as directed by the Project Officer and/or Laboratory Manager

3. Person specification

Requirements  
(E = Essential/ D = Desirable)

<table>
<thead>
<tr>
<th>Education, qualifications and training</th>
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<thead>
<tr>
<th>Knowledge, work and other relevant experience</th>
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</table>
| **Essential:** 1. Experience of working in a laboratory environment  
2. Demonstrable understanding of health and safety and COSHH with a willingness to attend safety courses |
| **Desirable:** |

<table>
<thead>
<tr>
<th>Personal abilities and qualities</th>
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</table>
| **Essential:** 1. The ability to work with extreme care when cleaning laboratory equipment  
2. The ability to read and successfully interpret instructions supplied with cleaning products and equipment  
3. The ability to work with minimum supervision  
4. The ability to manage own time effectively |
| **Desirable:** |
4. Role specific requirements e.g. Shift working

5. About the unit/department

The newly formed Faculty of Science, Technology, Engineering and Mathematics (STEM) comprises of:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

“We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow’s challenges”

The Faculty of STEM comprises of 700 staff and 1800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting more than 20,000 students (full time equivalents) which is 29% of the OU total; 35% of Open Programme students study STEM subjects.

The Faculty generates more research income (circa £20M) than any other Faculty, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

We are inclusive:
- We transform people’s lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience
- We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM

We are highly innovative:
- We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation
- Our high quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy

We deliver significant social and economic impact:
- We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential
- We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working
- The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers
- Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill-shortages across the UK
6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Emily Sear on +44 (0)1908 858020 or email: Emily.sear@open.ac.uk.

If you have any questions regarding the application process please contact Michelle Gallacher on +44 (0)1908 653485 or email: STEM-Recruitment@open.ac.uk.

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>8 August 2016</th>
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</thead>
<tbody>
<tr>
<td>E-mail your application to:</td>
<td><a href="mailto:STEM-Recruitment@open.ac.uk">STEM-Recruitment@open.ac.uk</a></td>
</tr>
<tr>
<td>Or post it to:</td>
<td>Michelle Gallacher</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>STEM Staffing Team</td>
</tr>
<tr>
<td>Address:</td>
<td>The Open University, Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6AA</td>
</tr>
</tbody>
</table>

8. Selection process and date of interview

| The interview panel will be chaired by:                      | Emily Sear, Project Officer (Ecosystems) |
| The other members of the interview panel will include:       | To be confirmed |
| The interviews will take place on:                          | To be confirmed |
| The selection process for this post will include             | |

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates. Applications received after the closing date will not be accepted.