

Job Role Profile

Role Title	Mortuary Technician Apprentice
Directorate	Recourses
Salary Scale	Apprentice Level 3: £27,780.19
Date Prepared	26th January 2026
Contract terms	Fixed terms
Purpose This post is offered as an Apprenticeship position. The successful candidate will be employed as an apprentice as Level 3 Mortuary Technician and will be required to comply with all apprenticeship rules, standards, and training requirements. As part of the apprenticeship programme, the postholder will be expected to work towards, and successfully complete, the RSPH Level 3 in Anatomical Pathology Technology, undertaking all required knowledge units, competency assessments, and workplace-based training necessary for progression. The postholder will support the Clinical Mortuary Service Operations Manager, PMCT Manager, and Mortuary Administrative and Business Support Manager in the effective daily operation of the East London Forensic Centre, including the postmortem CT (PMCT) scanning service. This role involves undertaking delegated duties as required, including but not limited to: facilitating the PMCT service (including associated technical tasks), assisting pathologists during external and invasive postmortem examinations under the supervision of a qualified APT and/or following successful competency assessment, providing dignified care of the deceased and ensuring their release to authorised funeral directors, maintaining the mortuary database and records, and supporting mortuary logistics relating to the transfer of deceased persons received from external facilities. The postholder must demonstrate flexibility in line with the pathologists' schedules and service needs. To maintain consistency with the Council's quality and equality perspectives.	
Generic Accountabilities	End Results/ Outcomes
To understand, follow, and uphold all guidelines, policies, and procedures necessary to ensure compliance with the Health & Safety at Work etc. Act 1974, Data Protection legislation, GDPR, and all associated regulatory requirements. To liaise effectively and professionally with external partners, contractors, and stakeholders - including but not limited to the Coroner's Service, police service, pathologists, radiologists, radiographers, and other healthcare professionals - to support safe, efficient, and coordinated service delivery.	• Mortuary operations adhere to statutory and regulatory standards. • Risks to staff, visitors, and service users are minimised. Personal data and sensitive information are handled lawfully, securely, and confidentially. • Strong collaborative working relationships that enhance operational efficiency. Accurate and timely information sharing that supports investigations, examinations, and service continuity. • Smooth coordination of cross-agency processes, ensuring dignified and compliant management of the deceased and associated procedures.

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Undertake and successfully complete the RSPH Level 3 Diploma in Anatomical Pathology Technology, which forms the core educational component for Apprentice Mortuary Technician within the service. This involves completing all mandatory knowledge units and workplace competency assessments as outlined in the training and role profile documentation. The apprentice is expected to: • Demonstrate willingness and ability to undertake structured training and pass all required examinations. • Complete all vocational learning tasks, portfolio evidence, and practical skill assessments associated with the Level 3 Diploma. • Follow departmental policies, safe working practices, and guidance related to mortuary operations, infection control, and health & safety. • Engage in continuous professional development to maintain effective work competencies and support progression within the Anatomical Pathology Technology career pathway.	• Successfully complete the RSPH Level 3 Diploma in Anatomical Pathology Technology, including all required knowledge units and workplace competency assessments. • Show commitment to training by completing exams, portfolio work, and practical assessments. • Follow all departmental policies, safe working practices, infection control, and health & safety standards. • Maintain ongoing professional development to support progression within the Anatomical Pathology Technology career pathway.
To conduct regular audits - including compliance audits, data audits, audits of report presentation and delivery, and the monitoring and presentation of internal Key Performance Indicators - while also maintaining the mortuary's computer database and information systems, ensuring that the confidentiality of medical reports and all sensitive data is upheld in all interactions with service users and visitors.	• Audit activity ensures the mortuary remains compliant with statutory, professional, and organisational standards, supporting a fully compliant service. • The combination of structured audits and well-maintained data systems contributes to a safer, more efficient, and higher-quality mortuary service.
Participation in a rotating on-call rota, ensuring 24/7 availability to respond to urgent enquiries, monitor critical emails, handle urgent calls from families, stakeholders, funeral directors and coroner's officers, and attend site when required for issues such as equipment failures, urgent viewings, PMCT scans, releases, and time-sensitive or major-incident post-mortem examinations.	• Uninterrupted service continuity, including during emergencies and high demand periods. • Rapid response to urgent operational issues, minimising risks and delays. • Timely facilitation of sensitive cases, supporting families, coronial processes, and investigative needs. • Enhanced organisational resilience, particularly in major incidents or mass fatality events.

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To assist in the development, implementation, maintenance, and management of mortuary systems, workflows, policies, and procedures - including SOPs, risk assessments, and audits. To understand health and safety, infection control, communication and record keeping requirements for PMCT scans and post-mortem examinations.	• Consistent, safe, and compliant practices through well-designed and up-to-date procedures. • Improved operational efficiency via clear workflows and reliable systems. • Enhanced regulatory readiness supported by robust risk assessments and audit processes.
To assist the Senior Administrative Officer in the monitoring of mortuary budgets and the administration of incomes and expenditures.	• Accurate and up-to-date case tracking and updating relevant spreadsheet. • Improved financial compliance and audit readiness through precise documentation of income and expenditure.
To understand the importance of effective communication, be able to communicate effectively with other team members and carry out own role as part of a team.	To assist in the running of an efficient mortuary.
To understand the importance of effective communication and work collaboratively as part of a team, while confidently, empathetically, and sensitively liaising with the bereaved - including signposting them to further support where appropriate.	• Clear, respectful, and consistent communication across the mortuary team, supporting safe and efficient operations. • Compassionate, high-quality support for the bereaved, helping them feel informed, reassured, and appropriately guided during a highly sensitive time. • Strengthened teamwork and service cohesion, ensuring tasks are carried out smoothly and collaboratively. • Positive representation of the service, fostering trust and maintaining professional standards in all interactions.
To comply with all mortuary processes, including Standard Operating Procedures and control measures identified in Risk Assessments.	To assist in the running of a fully compliant mortuary
Job Specific Accountabilities: <i>(These accountabilities are likely to be service specific linked to the role)</i>	End Results/ Outcomes
To assist in the provision of a PMCT service – including undertaking training of specialist techniques (such as PM angiography, artificial ventilation), assisting the radiography team, understanding of the PMCT workflow, the Coroner's workflow and understanding of	• Contribute to the delivery of a safe and efficient PMCT service by undertaking training in specialist techniques (e.g., PM angiography, artificial ventilation), supporting the radiography team, and applying a

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the technical and regulatory requirements and equipment used.	sound understanding of PMCT workflows, the Coroner's processes, and the technical and regulatory requirements of PMCT equipment.
To assist in the day-to-day running of the mortuary facilities by following cleaning and disinfecting procedures, receiving deceased into the mortuary, undertaking regular condition checks of the deceased, and the auditing and safe keeping of personal effects, including cash, as per SOPs.	Support the smooth day-to-day operation of the mortuary by following cleaning and disinfection procedures, receiving deceased into the mortuary, conducting regular condition checks, and ensuring the accurate auditing and secure storage of personal effects, including cash, in line with SOPs.
Ensure the supervised and lawful release of the deceased to authorised funeral directors or other permitted persons, including the release of tissues or samples, in line with the Human Tissue Act. Assist with Mortuary Logistics, including coordinating transfers of external deceased referred for PM/PMCT. Maintain accurate traceability of all samples and deceased persons in accordance with the Human Tissue Act 2004 and the Police and Criminal Evidence Act 1984.	- Ensure the lawful, supervised release of the deceased and any tissues or samples in line with the Human Tissue Act. - Coordinate Mortuary Logistics, including transfers of external deceased for PM/PMCT. - Maintain accurate traceability of all deceased persons and samples in accordance with the Human Tissue Act 2004 and PACE 1984.
Assist with scheduling and setting up post-mortem examinations, including stock management, equipment preparation, and cleaning/disinfection of the post-mortem suite. Support preparation of the deceased for examination, including risk assessments, ID checks, and safe manual handling. Assist the pathologist with external examinations before post-mortem and before PMCT, including taking samples when required. Assist the radiographer during PMCT scanning, including positioning the deceased, administering contrast media for PM angiography, and introducing air into the lungs for artificial ventilation.	- Assist efficiently with post-mortem examinations - Prepare the deceased safely and correctly, completing risk assessments, ID checks, and manual handling tasks. Support the pathologist with external examinations before post-mortem and PMCT, including sample collection when required. - Assist the radiographer during PMCT by positioning the deceased, administering contrast for PM angiography, and performing artificial ventilation as needed.
Assist the pathologist during post-mortem examinations, including organ evisceration, weighing, identifying findings, collecting samples, and reconstructing/cleaning the deceased for viewing. Support Forensic Pathologists during specialist post-mortem examinations.	Provide support to pathologist including forensic.

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Update the mortuary database with accurate post-mortem details, including dates, samples, cause of death, and disposal wishes. Assist in preparing the deceased for viewings requested by families, GPs, or for identification. Correctly label and maintain records of all tissue samples in line with SOPs and HTA requirements.	Adhere to all the processes
Liaise with external partners (e.g., Other relevant mortuaries, Coroner's Service) to support timely arrangements for long-staying deceased while maintaining dignity. Assist in checking the condition of premises, facilities, and equipment, and reporting any maintenance needs or faults promptly.	• Professionally handle the sensitive conversation • Follow the SOPs to conduct the condition checks
To assist in the ordering, receipt and storage of all mortuary consumables, including regular inventory checks.	• Maintain proper record of the mortuary inventory and make cost-effective stock orders.
Undertake any other duties as delegated by the manager or service lead.	• Comply with the management's instructions
Knowledge • Knowledge or experience of working with deceased persons, human tissue, human remains, or within a relevant healthcare, funeral or mortuary environment. Essential • Awareness of infection prevention and control principles, health and safety requirements, and safe working practices. Essential • Understanding of the importance of dignity, respect and confidentiality when working with deceased persons and bereaved families. Essential • Basic knowledge of anatomy and physiology relevant to post-mortem practice. desirable • Awareness of legislation and regulatory frameworks relevant to mortuary practice, including the Human Tissue Act and health and safety legislation. Desirable Skills • Ability to follow Standard Operating Procedures, instructions and safe systems of work accurately and consistently. Essential • Ability to undertake the physical requirements of the role, including safe manual handling activities, moving and positioning deceased persons, and working in a physically demanding environment. Essential • Ability to work effectively both independently and as part of a team. Essential • Ability to work safely when lone working and to recognise when support or escalation is required. Essential • Good communication and interpersonal skills, with the ability to engage professionally and sensitively with colleagues, external partners and members of the public. Essential • Ability to maintain accurate records and use IT systems for case management, traceability and administrative tasks. Essential • Ability to organise and prioritise workload effectively in a busy operational environment. Essential Behaviours	

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- Demonstrates professionalism, integrity, discretion and respect for the dignity of the deceased at all times. Essential
- Demonstrates emotional resilience and the ability to work effectively in a sensitive environment involving deceased persons, traumatic cases and potentially distressing situations. Essential
- Maintains personal wellbeing and seeks appropriate support when required, recognising the emotional impact that mortuary work can have. Essential
- Demonstrates a positive commitment to learning and successfully completing the apprenticeship programme. Essential
- Works collaboratively with colleagues and external agencies to support effective service delivery. Essential
- Demonstrates reliability, accountability and flexibility in response to changing service needs. Essential
- Complies with all health and safety, infection control, governance and regulatory requirements. Essential
- Demonstrates emotional maturity, professionalism and the ability to maintain appropriate conduct and humour within a sensitive mortuary environment. Essential.