



Ripon Grammar School

Job Description

Laboratory Technician [Biology]

Key Aspects of Role:

- To provide technical support for the teaching of Biology in the Science Block

Reports To:

- Head of Biology

Terms and Conditions:

- NY Grade C, pts 2-4 [actual salary at Sept 19 = £8,947 - £9,309 pa]
- 22 hours per week, term time only + training days [to be worked Mon-Fri each week]

Specific Responsibilities and Duties:

Day to day support

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| • Set up apparatus, chemicals, worksheets, etc. ready for lessons, as listed on lesson checklists and ordered by staff at least 24 hours in advance. | daily |
| • Clear away resources after lessons. | daily |
| • Keep laboratories tidy by cleaning whiteboards, sinks, checking equipment cupboards, taking washing to the laundry. | weekly |
| • Inform the Head of Biology/Science of any issues relating to Health and Safety. | as necessary |
| • Trialling new experiments / procedures. | as necessary |
| • Photocopying resources for use in the Biology department. | as necessary |
| • Maintain the filing systems for worksheets and other resources used in lessons. | as necessary |
| • Dispose of waste safely, according to Health and Safety regulations. | as necessary |
| • Maintain the safe storage of apparatus and chemicals according to Health and Safety regulations. | daily |
| • Carry out weekly, half-termly and annual health and safety checks of S2, S3 & S4 | as necessary |
| • Text books: monitor stocks, back and repair books as appropriate. | annual |
| • Carry out or arrange for repair of apparatus as appropriate. | as necessary |
| • Participate fully in professional development activities. | continuing |
| • Make an active contribution to the policies and aspirations of the department. | continuing |
| • Order new equipment / stock as required and maintain suitable records. | as necessary |
| • Work with other Science technicians to assist each other at busy periods and to cover for each other during absence | continuing |
| • Any other duties as reasonably requested by the Headmaster. | as necessary |