



Ripon Grammar School

Job Description

Reports To:

- Head of Biology/Chemistry

Terms and Conditions:

- 22.5 – 27.5 hpw to be worked over 5 days per week [actual hours to be confirmed with successful candidate]
- NYCC Grade C/D, points 3-6 [currently £12 per hour at point 3, pay award pending as at April 2024]

Specific Responsibilities and Duties:

Task	Frequency
1. Set up apparatus, chemicals, worksheets, etc. ready for lessons, as listed on lesson checklists and ordered by staff at least 48 hours in advance.	Daily
2. Clear away resources after lessons in collaboration with other staff	Daily
3. Keep laboratories tidy by cleaning whiteboards, sinks, checking equipment cupboards, taking washing to the laundry.	Weekly
4. Inform the Heads of Biology/Chemistry of any issues relating to Health and Safety.	As necessary
5. Trialling new experiments / procedures.	As necessary
6. Photocopying resources for use in the Biology/Chemistry departments	As necessary
7. Check for CLEAPSS / Health & Safety updates, maintain Hazcards in the department and update practical risk assessments online	Annual
8. Request annual PAT tests from estates	Annual
9. Dispose of waste safely, according to Health and Safety regulations.	As necessary
10. Maintain the safe storage of chemicals in the various chemical stores, according to Health and Safety regulations	Daily
11. Conduct an annual stock take	Annual
12. Text books: monitor stocks, back and repair books as appropriate.	Annual
13. Carry out or arrange for repair of apparatus as appropriate.	As necessary
14. Participate fully in professional development activities.	Continuing
15. Make an active contribution to the policies and aspirations of the Biology/Chemistry departments.	Continuing

