



**Purbrook Park School – Job Description**  
**Science Assistant/Technician**  
**Grade A-C**

**Job Title:** Science Assistant/Technician  
**Responsible to:** Senior Technician  
**Purpose:** To co-ordinate the efficient operation of all technical matters within the relevant department and to provide support in addressing the needs of pupils who need particular help to overcome barriers to learning in order to achieve their full potential.

**Duties and Responsibilities:**

- Preparing classroom equipment for practical lessons, based on teacher requirements. Preparing and collating materials for use in practical lessons, based on teacher requirements.
- During lessons, remaining on stand-by in classroom, laboratory or preparation room to be available to support teacher and assist with materials and demonstration experiments when needed.
- Contribution to the planning and delivery of after school clubs
- Keeping appropriate databases up-to-date.
- Establish productive working relationships with pupils acting as a role model.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

**Additional Duties**

Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Job Description Reviewed: March 2025