

## Job Description – P.E. TECHNICIAN

Responsible to	Head of Boys & Girls P.E.
Responsible for	NA
Pay Range	Range 1
Terms & Conditions	37 hours/week term time only

### Purpose of job

1. To support the lessons and teaching groups through specific administration and the organisation of equipment for lessons.
2. To organise, run and administer (to varying degrees) lunchtime and after school extra-curricular clubs
3. To provide administration support and assistance relating to communication on behalf of the P.E. team
4. To provide specific P.E. team duties to ensure all aspects of the department run together smoothly

### Main Duties & Responsibilities

#### 1. Curriculum support

- a. To organise and maintain equipment for use in lessons (projector/ balls pumped up etc.)
- b. To supervise student groups during curriculum lessons (and cover lessons)
- c. To prepare letters for curriculum lessons
- d. To carry out any specific administration tasks associated with teaching groups
- e. To collate detention list and chase up missed lunchtimes

#### 2. Extra-curricular support

- a. To organise and run extra-curricular clubs at lunchtime and after school; promote activities; book instructors/coaches; create and put up group lists and keep notice boards current
- b. To support/ organise fixtures for inter school matches; phone schools; confirm fixtures; fixture lists; booking transportation (minibuses/coaches); maintain league results; update website with fixtures/results
- c. To prepare registers/coaching booklets for extra-curricular clubs
- d. To transfer data from coaching booklet onto records awarding Bronze, Silver and Gold participation certificates
- e. To collect money and paying in of money for extra-curricular clubs/ lessons/ clothing/ equipment

#### 3. Administration / Communication support

- a. To answer the phone, take and pass on messages
- b. To keep records of department finances and make payment of invoices for equipment/ resources/ affiliations/ entry fees etc..
- c. To order and audit equipment
- d. To record minutes of meetings
- e. To place notes on daily bulletin/ form trays for pupils
- f. To write or coordinate letters/ faxes/ emails etc with other schools and outside agencies
- g. To liaise with local press to cover school events of special interest by booking the photographer / sending a press release.
- h. To complete JSLA/ CSLA paperwork monitored by OP/CT and SL
- i. To collate and pass on achievements/ reports/ news for school newsletter

**Main Duties & Responsibilities**

**Continued**

**4. General P.E. team duties**

- a. To monitor health and safety on behalf of the department and follow up on issue as necessary
- b. To ensure that documented First Aid procedures are kept up to date
- c. To keep First Aid Boxes fully equipped/ order additional contents
- d. To update Moodle
- e. To deal with questions/ problems from students if staff unavailable
- f. To help with videoing in lessons
- g. To allocate PE lockers
- h. To sort and return lost property to owners
- i. To organise Mouth Guards fittings with OPRO – sell / order boil and bite
- j. To help with the organisation of special events eg Celebration of Achievement/ sports day/ open evening/ Inter-house sports/ Tramp Comp.

**General Responsibilities Common to All Staff**

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
2. To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance, and Health and Safety
3. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
4. To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
5. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
6. To undertake training and development relevant to the post

**Person Specification – P.E. TECHNICIAN**

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Mathematics and English to GCSE or equivalent (Essential)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Use of a range of ICT packages, eg: Microsoft Office (Excel), to a competent level (Desirable)</li> <li>▪ Working within a team (Essential)</li> <li>▪ Working in a school environment (Desirable)</li> <li>▪ Dealing with a range of routine office tasks at the same time (Essential)</li> <li>▪ Working to very tight deadlines (Essential)</li> <li>▪ Working with young people (Desirable)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ The general content of a secondary school’s curriculum (Desirable)</li> </ul>
<b>Skills/ Competencies</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Good attention to detail and accuracy</li> <li>▪ Excellent interpersonal, communications (oral and written) and numeracy skills</li> <li>▪ Ability to work under pressure</li> <li>▪ Ability to use initiative</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Excellent interpersonal skills</li> <li>▪ The desire to be engaged with professional development and the updating of job-related skills</li> </ul>

Name: .....

Signed: .....

Date: .....