



PE & Games Assistant/Technician - Job Description

Core Purpose

- Supporting PE and Games teachers to ensure that all equipment and facilities are ready in advance of the lessons.

Accountable to: Director of Sport

The main duties and responsibilities of this role are described below:

- Setting up and clearing away all equipment to assist the department in teaching PE and games programmes and events.
- Maintaining equipment and facilities eg cleaning, tidying
- Arranging any maintenance and repairs to equipment to ensure compliance with safe working practices
- Checking stock levels, process orders and booking transport
- Helping with the administration of the department eg photocopying, preparing attendance lists etc
- Return all equipment and materials to the designated storage locations, when the associated topic has been completed
- To be available whenever possible while lessons are in progress
- Assisting with the delivery of extra-curricular sports clubs and sport fixtures

Skills

We are looking for a sportsperson with an interest in rugby, hockey or cricket and:

- Ability to prioritise work in a busy department
- Work proactively to ensure the smooth running of sports lessons, fixtures and events
- Excellent time management skills
- An individual who is looking to gain experience working with young people.
- Above all, a team player who possesses energy, enthusiasm and initiative, and who is willing to throw themselves wholeheartedly into the life of this busy school
- Considering teaching as a career but not, as yet, be certain whether this is your chosen career path.

Benefits

- Training and support provided
- The possibility of assisting on school trips and extra part-time work
- Free use of sports facilities including fitness suite
- Opportunity for involvement in supporting the teaching of examination PE.
- Assistance in securing a place on competitive teacher training programmes.

Common to all staff job descriptions

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors



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- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.