

Job Description: Sports Technician

Job title: Sports Technician

Salary: H3.5 - £25,583.00 FTE Actual Salary £21,766.00 per annum

Hours: 37 hours per week 08.30 - 4.30pm with half an hour unpaid lunch, Term time plus one week INSET Days

Location: Simon Balle All-Through School, Hertford, SG13 2AJ

Main purpose of the job

To support the smooth day-to-day running of the PE department, ensuring equipment, resources, extracurricular provision, and facilities are organised effectively to provide high-quality sporting experiences for students.

The successful candidate will also support the wider PE team through administrative tasks, student interventions, and practical support across lessons, fixtures, and events. A current Lifeguard qualification is desirable to support swimming provision where required.

Key responsibilities

PE Department Support

- Support the day-to-day organisation and running of the PE department
- Manage and organise secondary spare kit for students
- Organise, distribute, and maintain extracurricular match kits
- Support equipment management, including storage, maintenance, ordering, and stock checks
- Prepare and set up equipment for PE lessons, clubs, fixtures, and events
- Assist with PE lesson cover where required
- Support 1:1 interventions with students across the all-through school
- Support and act as a teaching assistant in PE lessons across the all-through school

Administrative Support

- Support communication and organisation within the PE department
- Assist with the organisation and management of extracurricular fixtures on our online platform: INVOLVE
- Assist with the organisation and delivery of large sporting events
- Support Leadership organisation and administration
- Assist with ordering equipment and using the school finance portal
- Maintain accurate records and inventories where required

Swimming Pool / Lifeguard Support

- Provide lifeguard support during swimming lessons and activities where required
- Carry out routine pool safety checks and ensure equipment is fit for purpose

- Respond appropriately to emergencies following school procedures
- Promote safe and respectful behaviour around the swimming pool environment

General Responsibilities

- Promote a positive, inclusive, and supportive sporting environment
- Support extracurricular clubs, fixtures, and enrichment opportunities
- Work collaboratively with PE staff and wider school teams
- Uphold the values and ethos of Simon Balle All-Through School