



Job Description/Person Specification

Physical Education Technician

About the role:

We are looking to recruit a PE technician. Applicants should be confident, supportive and possess good interpersonal and communication skills. They should have empathy with young people.

The PE technician role will include assisting with the day to day administration within the PE department as well as management and maintenance of PE equipment, making displays, organising fixtures and team sheets, and occasional cover of core PE lessons.

Responsible to: Subject Leads for PE

Main Areas of Responsibility:

- Organising fixtures, booking minibuses and team sheets
- Helping in the administration and organisation of house sporting events (House games/sports day /swimming galas/athletics)
- Management, setting up and maintenance of sports equipment and facilities. Typing, printing and photocopying
- Entering data onto department spreadsheets
- Ensuring notice boards are attractive, informative and up to date
- Cover core PE lessons as required
- There may also be opportunities for helping out in practical lessons and within primary school sport
- Enter fixture results onto the website
- Liaise with Sports Centre about use of pool and changing rooms
- Update office fixtures board
- Help with the admin of organising school trips/out of school activities

Skills and Attributes

Essential

- A keen interest in Physical education
- Have good organisational skills
- Be self motivated and be able to use their initiative
- Experience working with computers
- Be reliable, enthusiastic and hard working
- Effective communication skills
- A flexible approach
- A positive attitude

- Capacity and flexibility to support PE department by covering core PE lessons as required

Desirable

- Qualifications in PE (GCSE / A level / BTEC)
- First Aid qualification
- Coaching qualifications
- Some experience of Google drive, docs, sheets and slides

June 2026