

THE RADCLIFFE SCHOOL

INSPIRE AND ACHIEVE

PE TECHNICIAN

£21,489.33 per annum (actual salary)
(based on 37 hours per week, 39 weeks per annum)

Candidate Information



PE TECHNICIAN

£21,489.33 per annum (actual salary)

**Starting in September 2026
37 hours per week, 39 weeks per annum**

We require an organised, practical and enthusiastic person to join our PE Department as a PE Technician. The successful candidate will support our curriculum whilst also managing kit and equipment, preparing resources for lessons, admin tasks and helping with the organisation and running of fixtures and special events.

Previous relevant experience is desirable but not essential as training will be provided.

This role would suit a team player who may wish to gain experience of working in a secondary school before training as a teacher.

If you have a flexible approach and a positive, can-do attitude, we would like to hear from you. To find out more, please go to www.radcliffeschool.org.uk for more information about the post and apply via My New Term.

The deadline for applications is **9am on Friday 19 June 2026**.

Ofsted inspected our school in March 2025 and found that behaviour and attitudes, personal development, leadership and management and Sixth Form provision are all Good. The inspectors found that the school has high expectations of students' behaviour and their attitudes to learning, all staff and governors share strong priorities, and the school is taking the right action to raise standards of achievement across the school. The inspection identified that students are proud of our school and its diversity, feel safe and supported, and have a strong sense of community.

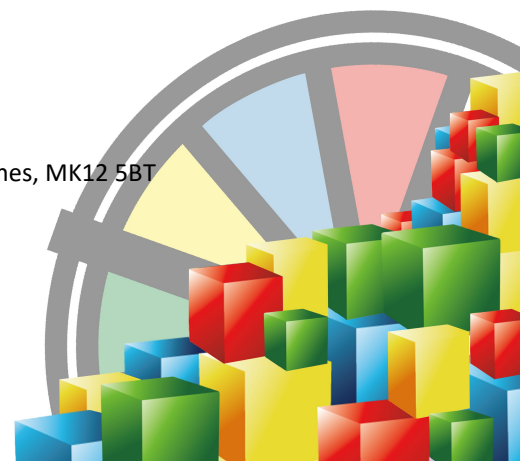
The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure and is exempt from the Rehabilitation of Offenders Act (ROA) 1974. We are an equal opportunities employer.

The Radcliffe School, Christchurch Grove, Wolverton, Milton Keynes, MK12 5BT

Tel: 01908 682 222

www.radcliffeschool.org.uk

Headteacher: Paula Lawson



Job Purpose

To work under the instruction of the Curriculum Team Leader to support the PE Department in delivering an inclusive curriculum and extra-curricular activities.

Main Areas of Responsibility

Your responsibilities will include:

- To prepare equipment for sporting fixtures - to include the washing and drying of team kit.
- To ensure equipment and materials prepared for lessons are to the specification of the teacher requisitions.
- Creating and updating information display boards around school.
- Helping with the organisation and running of events such as sports presentation evening, sports days, inter-school competitions and open evenings.
- Participate in departmental meetings and take minutes.
- Preparing Letters/Emails to parents, other schools and outside agencies.
- Photocopying/laminating.
- To undertake safety checks as required and comply with the requirements of Health and Safety and other relevant legislation and school documentation. This to include carrying out appropriate risk assessments for practical activities.
- Answering telephone and relaying messages.
- Arranging/confirming fixtures and produce fixture lists.
- Maintain all sports equipment and ensure that storage rooms are kept clean and tidy and that equipment is stored in a safe and orderly fashion when not in use.
- Ensure understanding of the various Physical Education and Sport syllabus and schemes of work in order to prepare for practical lessons adequately.
- To undertake such other duties as may be determined from time to time by the Head of PE.



PERSON SPECIFICATION

Specification	Essential	Desirable	Evidence
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Qualifications	<ul style="list-style-type: none"> • Willingness to work flexibly when required. • Excellent numeracy and literacy skills / GCSE (or equivalent in Maths and English). • Willingness to undertake induction training. 	<ul style="list-style-type: none"> • Evidence of PE/Sport-related qualification or training. • Qualification in first aid at work, health and safety, fire prevention, IT user certificate (ie ECDL). 	Application form and interview
Experience	<ul style="list-style-type: none"> • Experience of working with/caring for children or young people is desirable. • Experience as a Technician, preferably in a secondary school is desirable. 		Application form and interview
Skills	<ul style="list-style-type: none"> • Willingness to develop knowledge of how to use specialist equipment / resources. • Ability to relate well to children and adults. • Work constructively as part of a team, understanding school roles & responsibilities and your own position within these. • Strong inter-personal skills. • Ability to identify own training & development needs & cooperate with the Line Manager to address these. • Team player. 		Application letter and interview
Personal Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills - ability to communicate well with students and staff. • Ability to ask for advice and support where necessary. • Self motivating with a positive outlook. • Ability to work to deadlines and under pressure. • Commitment and enthusiasm. • Dependability and sound organisational skills. • Understanding of own strengths and areas for development. • Good time management. • Administrative efficiency. • Ability to deal calmly with different situations as they arise. 		Interview and References

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Applications can be made via My New Term (www.mynewterm.com). Note that CVs will not be accepted.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form.

Disclosure and Barring

The Radcliffe School is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and check to establish that a person is not barred from 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020) means that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution is disclosable can be found on the Ministry of Justice website.

Any data processed as part of the DBS check will be processed in accordance with data protection legislation and the privacy statement for The Radcliffe School. A copy of the Child Protection and Safeguarding policy for The Radcliffe School is available on our website.

Please be aware that if you are applying for a role that involves engaging in a regulated activity relevant to children, that it is a criminal offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted via MyNewTerm. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.



References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

