



Post:	PE Technician
Scale:	SCP 2
Responsible to:	Head of PE
Contracted hours:	37 hours per week, term time only plus 5 days Variable times by negotiation with the Head of PE Finish times dependent on sporting fixtures.

Purpose of Job

To work under the direction of the Head of PE to provide an efficient and comprehensive technical service to the department in supporting the delivery of high-quality Physical Education & Sport experiences.

Key Duties & Responsibilities

Lesson preparation

- Booking/setting up of large scale equipment (football, volleyball / hockey posts, trampolines, fitness equipment) in both indoor and outdoor teaching areas;
- Clearing away equipment following lessons and after community use; including pre and post working day checks.
- Preparation of materials as directed.
- Preparation of ICT requirements, including recording and editing of GCSE coursework videos.

Administration/Resources

- Maintain and undertake annual audit of stock records.
- Regular ordering, receiving, and accounting for new stock and equipment.
- Liaise with Finance regarding invoices, orders and money.
- Liaising with the site team regarding facilities
- Arrange maintenance and repairs to equipment as required to ensure compliance with safe working practices.
- Cleaning of equipment and laundering of PE and sports team kits.
- Provision of general administrative support to the PE department, including maintenance of notice boards.

Extra-curricular

- Preparation of fixture lists.
- Liaise with other schools with regards to fixtures.
- To market/promote curricular and extra-curricular student success via website, displays and local press;
- Booking transport and arrangement of kit requirements.
- Assist with extra-curricular sports clubs.

Other duties

- Provide advice and practical support to students
- Promote and safeguard the welfare of students you are responsible for or come into contact with;
- To co-ordinate booking of off-site facilities
- To liaise with Interserve facilities management team with regards to sports pitch markings
- Drive the school minibus to support extra-curricular activities and off-site activities
- H&S checks on rooms, furniture, equipment, storage etc
- Record and report H&S issues
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

The post holder will undertake such work as may be determined by the principal from time to time as require.

