

## **Ringwood School PE Technician**

Hours: 1500 – 1630 daily (term time only)

Pay scale: C5

### **Overview:**

We are seeking a dedicated and enthusiastic Sports Technician to join our PE department. The successful candidate will assist with the preparation, maintenance, and organisation of sports equipment, facilities, and resources, ensuring a safe and effective learning environment for students.

This is an exciting opportunity for someone with a passion for sports and physical education to contribute to the development and enhancement of the Ringwood School PE Department.

### **Key Responsibilities:**

#### **To co-ordinate extra-curricular logistics/admin.**

- Ensuring smooth and timely whole school support;
- booking minibuses;
- liaising with school diary team and other school co-ordinators
- collecting permission slips for events/fixtures;
- overseeing PE club sign up
- setting up Veo (video camera) prior to games.

#### **Support for department members:**

- To provide assistance and support to teaching staff in the preparation and assembly of teaching resources and equipment.
- Supervise students during extra-curricular activities when appropriate, providing guidance and support as needed.

#### **Health and Safety Compliance**

- To prepare and maintain safe Departmental teaching areas and materials for use by staff and students ensuring that an orderly, safe and healthy environment is provided for teaching activities, with site staff support.

#### **Equipment and Resource Management:**

- Maintain and prepare sports equipment for PE lessons, extracurricular activities, and school events.
- To be responsible for the safe storage of equipment, stock take, recording, labelling and ordering equipment. Safely making basic reasonable repairs.
- Set up and dismantle equipment for matches and events, including sports halls, pitches, and courts.

The role would suit someone with a high level of IT and communication skills.