



Aylesbury High School | #AHSWalksTall

Developing uniquely talented young adults, who are independent, strong and confident

PE TECHNICIAN

The School

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident.

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Boundless Aspiration, Resilient Bravery, Curious Engagement and Selfless Generosity and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

The Department

Team members share a commitment to raising standards of pupil achievement. We are keen to promote a department which accommodates a broad range of interests and abilities whilst ensuring that every student is encouraged to reach their maximum potential. If you are enthusiastic, flexible, enjoy challenges and are committed to help us offer excellence in physical education, then you are the person to join our progressive and forward-thinking team.

At KS3, pupils participate in orienteering, invasion and net games, swimming, athletics, dance and leadership units. At KS4, the programme concentrates on Sports Leaders, games and fitness activities; units include using Sports Education and health related fitness approaches.

PE GCSE is offered to students at AHS and the ability to teach this course will be a requirement. A Level PE is taught to Year 13 only, though Year 12 students have the option to take the course at AGS. The department takes full advantage of the schools 1:1 scheme. In the Sixth Form, we run the Sports Leaders Award as an extension studies option, as well as offering recreational Games sessions for students.

The PE team runs squads in netball, badminton, basketball, cross-country, rounders, hockey, handball, football, rugby and athletics. Over the last few years, the following teams reached the national finals: squash, athletics, basketball, cross country, handball and swimming; we also became the U16 National Basketball champions. Clubs and practices are available Movewell club, badminton, basketball, cricket, cross-country, dance, football, handball, hockey, netball, rounders, squash, swimming, tennis, trampolining, triathlon. As part of the school's House activities, there are inter-House competitions in badminton, kinball, football, rounders, swimming, dance and athletics.

PE TECHNICIAN

JOB TITLE:	PE Technician
LINE MANAGED BY:	Director of Sport
DATE:	September 2026
PAY RANGE:	AHS Pay Range 2 - (Pro rata 15 hours) £9,385 - £10,171

JOB PURPOSE

To promote the aims of the school, as expressed in the School Statement.

To provide administrative and technical support to the PE Department.

DIMENSIONS

15 hours per week, term time, including INSET days

The working hours can be discussed with the successful candidate but might typically involve 9/10am to 2/3pm over four days, including the running of two 30-minute lunchtime clubs (lunchtime clubs run 1.45-2.15pm)

PERFORMANCE STANDARDS

The PE Administrator will be judged against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.

PRINCIPAL ACCOUNTABILITIES

CURRICULUM

- Admin tasks associated with teaching groups (sports leaders) SLA/ CSLA paperwork monitored by PE teachers
- Admin tasks associated with teaching groups (A level and GCSE)
- Maintaining and preparing equipment for use in lessons (balls pumped up, nets out etc.)
- Preparing letters and online forms for curriculum lessons
- Support when requested core PE curriculum groups

CO-CURRICULAR

- Help assist in the communication of club activities via the website and on paper; promote activities to target groups; book instructors/coaches; group lists and notice boards
- Weekly updates for the bulletin of fixtures and girls out of school using departmental central fixture list
- Support/ organise fixtures for inter-school matches; phone schools; confirm fixtures; fixture lists; booking transportation (minibuses/coaches); maintain league results; update twitter/website with fixtures/results (but staff to tweet results where possible)
- Collate information for finance team for ParentPay for co-curricular clubs/ activities/ clothing/ equipment
- Monitor ParentPay to check students that have paid and chasing via form tutor/activity lead etc. as appropriate
- Track all use of external coaches - monitor DBS/3 Month rule. Host KIT meetings if required. Track safeguarding training and keep records of when last seen in school.
- Provide PE update information for the Headmistress' newsletter when relevant

- Fixture reports collected from students and updated via Evolve sports on the school website
- Maintain accurate information of PE fixtures for the staff calendar

ADMIN

- Use Schoolcomms to send out PE department letters
- Use Evolve to add PE and Sport fixtures where appropriate
- Order transport for PE activities,
- Order/ stock-check equipment
- Add notes on daily bulletin/white board
- Maintain communication with other schools and outside agencies as required (eg re umpire/referee courses)

GENERAL

- Checking equipment to ensure PE activities comply with health and safety requirements
- Maintaining up-to-date risk assessments for the department and reporting concerns to the Director of Sport
- Wash team kit & bibs
- Answer telephone/ messages
- Occasionally accompany trips
- Deal with questions/ problems from students if staff unavailable
- Lost property - sort and return to owners
- Help with organization of special events eg Sports Presentation Evening sports day/ open evenings/ Inter-house sports
- Supervise students as directed on occasion
- Other duties as may reasonably be allocated by the Director of Sport or Headmistress

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Good communication skills, especially in the spoken word, in order to inform and direct the PE team and liaise with other schools and organisations.
- Ability to work carefully to existing procedures but able to think creatively when required.
- Ability to juggle resources to meet often-changing circumstances and conflicting priorities, taking suitable decisions to deal with the situation, which may have an impact on the PE team and their work.
- Ability to take responsibility for health & safety, equipment and stocks, and an understanding of the requirements of best value when taking purchasing decisions.
- Ability to prioritise work.
- GCSE to grade C (or equivalent) in English and Maths.
- Willingness to take on new skills and training.
- Excellent team working ability.
- Experience of working as part of a team
- Good IT knowledge with standard software (word processing and email). Ability to work with spreadsheets and surveys

DESIRABLE CRITERIA

- A knowledge of Google (full training will be provided if not)
- Experience of a variety of sport/physical activities
- Experience of health & safety risk assessments

FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at the interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs. For this role we are open to discussing the possibility of reduced hours, flexible start and finish times, or compressed hours.

AHS is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is attached. The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer

We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.