



JOB TITLE: PE Technician

REPORTS TO: Head of Faculty

SCALE: LG Scale 4 point 7 (Range 7-8)

JOB PURPOSE

- Provide the PE Department with administration support with regard to events, sports fixtures, venues and transport,
- Ensure the good maintenance of all PE equipment and pitches.

KEY CORPORATE ACCOUNTABILITIES

- To uphold a commitment to the Trust's vision and values.
- To maintain an awareness of, and a commitment to, the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery, and to observe the standard of conduct, which prevents discrimination from taking place.
- The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all employees to share in this commitment.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy, and all locally agreed safe methods of work.
- These duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager.

PRINCIPAL ACCOUNTABILITIES

MAIN ACTIVITIES ATTRIBUTABLE TO THE PRIMARY TASKS

Leisure and Arts Faculty – PE

- Provide the PE Department with administration support with regard to all sporting events, including organising and booking events, arranging sports fixtures, venues and transport.
- Attend occasional sports events in support of the PE team, both on-site and at external venues.
- To liaise with external contractors, Head of PE and the Estate Team regarding maintenance of PE equipment, servicing and repairs.
- To liaise with the school's lettings officer when booking use of school sports facilities for curricular and extra-curricular use.
- To liaise with the Estate Team with regard to the management of the school minibuses.
- On occasions to drive a minibus to and from sports events, as and when needed.
- To assist with the washing of sports kit using on-site facilities.
- Ensuring the application and updating of Health and Safety practice, risk assessments and procedures relating to the use of PE equipment and facilities.



- Liaise with the Head of PE to ensure the regular updating of Risk Assessments.
- Ensure school website is updated on a regular basis with sports fixtures lists.
- To act as qualified first aider and administer first aid if required.
- Within the scope of the school's grounds maintenance contract liaise with the appointed contractor to ensure that the setting out of the sports field equipment;- goals, pitches, tracks, cricket nets, all field markings, facilities and fixtures are done on a seasonal basis and are ready by the commencement of each new term.
- To monitor the regular maintenance of the sports facilities;- goal posts, running track, pitches, cricket and discus nets, long jump, all field markings, facilities and fixtures on the field are undertaken by the grounds maintenance contractor and to ensure white lining is refreshed and grass cut.
- As directed by the Head of Faculty for PE & Performing Arts to liaise with the grounds maintenance contractor for works over and above that included in the contract, to obtain prices and with the approval of the HoF place orders for those works.
- To attend off-site events if required to do so.
- Organise trophies/prizes/engraving for events.
- Gain necessary approval and order new PE equipment.
- Gain necessary approval and book external training courses for PE staff.

MINIBUSES – not essential

- To drive minibus to and from sports events, as and when needed.
- Arrange approval and training courses for new minibus drivers
- Ensure all minibus drivers are fully qualified at all time and their qualifications are maintained in accordance with ECC.

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties and responsibilities in this Job Description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

This Job Description is not a comprehensive definition of the post. It will be reviewed, at least, once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.



This Job Description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Your normal place of work is at St. Martin's School, however, Discovery Educational Trust reserves the right to require you to work at any other of its establishments, whether current or future. This may be for a temporary period or on a permanent basis, according to the needs of the employer.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above Job Description:

Date: Signature: (Post holder)

Date: Signature: (Line Manager)

Person Specification

CRITERIA	STANDARD	E/D	MEASURED BY
Experience	Previous experience in a similar role	D	Application form
	Experience of working with young people, ideally in education	D	Application form
Skills	To have evidence of continuing and recent professional development relevant to the post, demonstrates commitment to lifelong learning	D	Application form
	Good ICT skills	D	Application form
	Excellent organisational skills; able to manage own time effectively and work to deadlines and remain calm under pressure	E	Application form/Interview
	Commitment to develop and learn in the role and take responsibility for own CPD	E	Application form
	Ability to establish rapport and respectful and trusting relationships with students and colleagues	E	Application form/Interview
	Ability to be flexible and adaptable, accommodating occasional changes to the working day	D	Application form/Interview

March 2023