



**Holmer Green Senior School is committed to the welfare and safeguarding of all its students and therefore all appointments are made subject to satisfactory Enhanced DBS, qualification and pre-employment checks.**

**As part of the safer recruitment process, we will carry out an online search (including social media) as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.**

## **Job Description**

### **PE Technician**

**Responsible to:** The Headteacher

#### **Principle Responsibilities**

To assist the Department in its day to day running, in order to raise standards in teaching, learning and attainment whilst creating further opportunities for children to participate in a large range of physical activities.

#### **Main Duties**

- To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regards
- To work closely with PE staff and fully support learning in PE lessons which may involve leading specific activities
- Organisation of practical equipment, including preparation and storage before and after lessons
- To take a lead role in organising, promoting and delivering a range of extra-curricular activities
- Administration tasks associated with the planning and implementation of PE activities, fixtures and trips
- Arranging fixtures, producing fixtures lists/diary and communicating results
- Maintenance and auditing of equipment and facilities
- Assisting teaching staff in the maintenance of a safe working environment
- Helping with the organisation of special events e.g. sports presentation dinner, sports days, district athletics etc.
- Participate in departmental meetings
- Liaise with grounds maintenance for seasonal PE requirements
- Liaising with external coaches running extra-curricular events
- Maintain and assure accessibility of equipment and kit for fixtures and tournaments
- Contribute to the school's programme of extra-curricular activities
- Arrange inter-form competitions

#### **Skills Required**

- Experience, training or qualifications in working with secondary aged students
- Ability to communicate effectively with secondary aged students
- Ability to use ICT to support learning
- A good standard of general education
- Excellent interpersonal skills, tact and diplomacy
- Maths and English qualifications (GCSE), higher education qualifications (A Level, NVQ) an advantage
- First Aid qualification (Training will be provided by school)

**General Requirements**

- Attending general meetings
- Taking an active part in self-appraisal and actively seeking to develop professionally
- Participating in the school’s appraisal process
- Working within the terms and conditions of employment of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service
- In accordance with the provision of the Equality Act 2010 perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.
- The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

**Postholder**

Name .....

Signature .....

Date .....

**Headteacher**

Name .....

Signature .....

Date .....