

ENFIELD GRAMMAR SCHOOL

JOB DESCRIPTION

Post:	PE Technician
Scale:	Scale 3 (Points 14 - 17)
Responsible to:	Director of Sport
Contracted hours:	30 hours per week, term time only (39 weeks) Variable times by negotiation with the Director of Sport. Finish times dependent on sporting fixtures.

Purpose of Job

To work under the direction of the Director of Sport and Head of PE to provide an efficient and comprehensive technical service to the department in supporting the delivery of Physical Education lessons, and sport in general across the School.

Key Duties & Responsibilities

Lesson preparation

- Booking/setting up of sports equipment (including fitness equipment) in both indoor and outdoor teaching areas;
- Clearing away equipment following lessons;
- Preparation of materials as directed;
- Preparation of ICT requirements;
- Preparation of cover work, setting out and recovery of work.

Administration/Resources

- Maintain and undertake annual audit of stock records;
- Ordering, receiving and accounting for new stock and equipment;
- Arrange maintenance and repairs to equipment as required to ensure compliance with safe working practices;
- Cleaning of equipment and laundering of PE kits and team kits;
- Assist in the production, collation and recording of assessment information;
- Provision of general administrative support to the PE department, including maintenance of notice boards.
- Support HOD, liaising with Cover Supervisor regarding lesson cover.
- Monthly update of achievement points

Extra-curricular

- In liaison with the HOD, to prepare and arrange fixture lists;
- Liaise with other schools with regard to fixtures;
- Liaise with referees for weekend/cup fixtures;
- Market/promote curricular and extra-curricular student success via website, displays and local press; including trophies
- Booking transport and arrangement of kit requirements;

- Assist with extra-curricular sports clubs and the organisation of Sports Day.

Other duties

- Provide advice and practical support to pupils;
- Promote and safeguard the welfare of pupils you are responsible for or come into contact with;
- Co-ordinate booking of off-site facilities;
- Liaise with grounds maintenance team with regard to sports pitch markings as necessary;
- Drive the school minibus to support extra-curricular activities;
- Conduct 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;
- Contribute to the departmental development plan, as appropriate.