



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

PE TECHNICIAN

Scale 3, £12,670 (including allowances)

Term Time, 38 weeks per year

28 hours per week, Tuesday to Friday 8.45am to 4.45pm

**(the successful candidate will be required to work
flexible hours in accordance with the needs of the school)**

The school requires a suitable candidate with an interest in sports related activities to provide technical and administrative support to the PE Faculty.

The successful candidate will be expected to support staff in the setting up of lessons and the arrangement of sports fixtures and major events such as Sports Day. The role includes ordering, preparation and maintenance of equipment as well as routine clearing of changing rooms and cleaning of PE team kits.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk.

For further information and an application pack for the post, please visit the Job Vacancies section of the school's website. For any further queries please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12 noon, Tuesday 26 September 2017

No agencies, faxes or CVs





DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Physical Education Technician
GRADE	Scale 3, Term Time, 38 weeks per year 28 hours per week, Tuesday to Friday 8.45am to 4.45pm (the successful candidate will be required to work flexible hours in accordance with the needs of the school)
RESPONSIBLE TO	Head of PE
JOB PURPOSE	To provide technical and administrative support to the teaching staff by undertaking a range of technician tasks designed to facilitate smooth, effective delivery of PE curricular and extra-curricular activities

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- Responsible, under the supervision of the Head of PE and for the ordering of equipment which is necessary for the teaching of Year 7 - 13 within the school in line with current schemes of work
- Preparing and laying out of apparatus and equipment necessary for the delivery of PE activities, within the school. Maintenance and storage of such apparatus and equipment for the delivery of PE within the school. This may include small repairs of apparatus or equipment.
- Responsibility for the general maintenance and operational efficiency of teaching areas, including the care and maintenance of services, apparatus and stores both on and off site, reporting the need for repairs to the Site Manager and notifying the Head of Faculty
- Routine care of changing rooms
- Cleaning of kit and equipment. Checking of equipment before and after class use, for quality and damage
- Mounting of displays, visual aids and student work. Keeping the display boards attractive and up to date
- Washing, organisation and maintenance of kit, bibs and lost property. Ordering of kit
- Monitoring, recording and maintenance of equipment to meet the needs of the faculty

- Requisitioning apparatus, receipt and storage of apparatus
- Day to day communication, liaison and co-operation with all members of the PE staff in order to contribute to the continual improvement of PE teaching at Drayton Manor
- the maintenance and replenishment of resource banks and books, used in the teaching of PE
- Administrative assistance in PE Faculty as necessary to include organising fixtures, booking coaches, affiliations etc
- Monitoring of extra-curricular activities attendance data
- Provision of website information for school website to include results, match reports etc
- Assistance in inputting data onto the PE database
- The setting up and first line maintenance of ICT equipment used within the gyms and outside teaching areas
- Ordering, stocking and distributing stationery in line with schools ordering systems.
- Completion of risk assessments in line with Faculty Policy and in liaison with the School Welfare Officer
- Routine safety checks equipment including the ordering and supervising of Universal Services in relation to gym equipment
- Support with First Aid where necessary
- To organise cover activities for relevant classes during teaching staff absence
- Oversight and coordination of the Duke of Edinburgh programme, including registration of students on the programme and liaison with expedition, skills and volunteering facilitators to ensure all necessary aspects of the programme are completed and assessed
- To undertake reasonable duties as directed by the Head of PE or line deputy
- Such other reasonable duties including reprographics as may be requested by the Head/Deputy Head of PE Faculty in line with the general scope of the post
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PERSON SPECIFICATION

POST TITLE PE Technician

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Sound general education	<ul style="list-style-type: none">• Further qualifications• GCSE/A Level in PE
Experience		<ul style="list-style-type: none">• Experience working within sports halls
Ability / Skills	<ul style="list-style-type: none">• Ability to rapidly learn new skills• A working knowledge of basic PE equipment its use and maintenance• An awareness of the need to plan for Health & Safety• Ability to meet deadlines	<ul style="list-style-type: none">• IT skills
Equal Opportunities	<ul style="list-style-type: none">• Commitment to equal opportunities• Ability to promote and support the school's Equal Opportunities Policy	
Safeguarding	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people	
Disposition	<ul style="list-style-type: none">• Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour• To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues• Evidence of commitment to and understanding of collective responsibility	<ul style="list-style-type: none">• Strong interpersonal and liaison skills• Able to demonstrate a degree of empathy with students