St Mary’s and St John’s CE School

Lower School|Neale House|Prothero Gardens |Hendon|NW4 3SL

Middle School|Bennett House|Sunningfields Road|Hendon|NW4 4QR

Upper School|Stamford Raffles|Downage|Hendon|NW4 1AB

Tel: 020 8202 0026 Email: [office@barnetmail.net](mailto:office@barnetmail.net)

Principal: Mr Matthew Glenn

**JOB DESCRIPTION**

**Job Title:** PE Technician

**School/Service:** St Mary’s & St John’s CE School

**Grade:** Point 13, £18,396 pro rata Actual £15,330

**Location:** Middle School, Sunningfields Road NW4 4QR / Upper School, Downage, NW4 1AB (as required)

**Hours / Weeks** 36 hours per week/ Term Time

**Job Purpose:**

To support our PE and Dance department, through fulfilling a range of practical, technical and administrative duties

**Main Duties / Responsibilities:**

* Assisting teachers in lessons
* Demonstrating sporting techniques and use of equipment
* Dealing with school PE kit and other sports clothing
* Ensuring PE/Sports facilities are safe for use
* Maintaining and ensuring safe storage of equipment
* Ensuring first aid boxes are replenished
* Contributing to the school’s programme of extra- curricular activities including clubs and fixtures
* Helping with events such as sports days, inter-school competitions
* Stocktaking
* Supervising students including boys changing rooms
* Undertake other reasonable duties related to the job purpose required from time to time

**Wider requirements**

* Maintain highest standards of appearance, punctuality and conduct
* Support and contribute to the School’s responsibility for safeguarding students
* Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors

We are looking for someone who enjoys working in a team and can also complete tasks diligently without supervision

* Maths and English GCSE at grade C or above ( or equivalent )
* Good written and oral communication skills
* Computer literacy
* Excellent organisational skills