

### JOB PROFILE

<b>Job Title:</b>	PE and Sports Technician	<b>School/Department:</b>	Harrogate Grammar School
<b>Salary Grade:</b>	Salary Band 4 SCP 2-4	<b>Working Hours:</b>	Term time only plus training days
<b>Contract Type:</b>	Permanent	<b>Location:</b>	Harrogate

**Responsible to:** Deputy Headteacher/Director of Sport

#### Role summary:

To contribute to raising standards of education in the PE and Sports Faculty at Harrogate Grammar School.

**Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.**

#### Special conditions of service:

No smoking policy, including e-cigarettes.

#### Role specific responsibilities:

- Co-ordinating calendar of fixtures, booking transport for fixtures, booking and arranging facilities and referees with respect to safeguarding procedures. Liaising with opposing schools and teachers.
- Management of faculty events diary on a weekly basis. Completing booking forms, collecting and sending information for school bulletin whilst liaising with the Director of Sport.
- Supporting the extra-curricular programme within the faculty.
- Preparing playing kit, water bottles, first aid, equipment, cones, balls, net pegs, flags, hockey goals and first aid supplies for fixtures.
- Management and overseeing of laundry for both boys and girls. Organisation and maintenance of the kit room including lost property, washing, drying and organising kit bags and team apparel.
- Responsible for the maintenance, inventory, storage and ordering of all Faculty equipment.
- Cover supervisor of PE lessons.
- Supporting faculty staff with administrative tasks/ resource production and lesson material.
- Organising finance for the faculty including referee fees, ordering PE supplies (kit, equipment, office supplies) and purchase orders.
- Record all fixture results, staff and updating school website on a daily basis.
- Assist in producing articles for the local newspapers and the Faculty's half-termly sports letter
- Keeping notice boards up-to-date and development of displays.
- Contact point for all sport queries from schools/HGS reception.
- Any other duty in support of the PE & Sport faculty commensurate with the level of the post
- Ensuring that PE spaces are tidy and clear of equipment and obstructions.



## RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required.
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.



### Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.

#### Our Trust Values



##### Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



##### Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



##### Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

#### Our Trust Goals



##### We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



##### We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



##### We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



##### We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



##### We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

## PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Highly effective communication skills	*	
Ability to form good working relationships and influence others	*	
Capacity to evaluate and improve	*	
Ability to work within and contribute to an effective team	*	
Willing to work flexibly, to include accompanying team to fixture on occasional weekends	*	
Good organisational skills and high levels of self-motivation	*	
Energy, self-confidence and ability to 'give more' when the occasion demands it	*	



Ability to work under pressure and to meet deadlines	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in coaching other sports teams	*	
Experience in supporting recreational and/or competitive extra-curricular practises/fixtures.	*	
Support in the practical and theoretical aspect of PE lessons	*	
Relevant PE qualification, interest or experience post 16		*
Strong IT skills	*	
Coaching and or officiating awards		*
First Aid training		*
Understanding of best practice in raising student attainment		*
Full and clean driving license		*
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

