

**Home School** Beechen Cliff

# Job Description – PE Technician

**NJC Grade** 1 – **Point 3** **Responsible to:** Head of PE

1. **Job Purpose**

To support the PE department in its day to day running towards raising standards in extra-curricular activities.

### Main Duties and Responsibilities

1. Organisation of practical equipment, including preparation and storage before and after club, training sessions and fixtures.
2. Assist with lessons, training and fixtures when required.
3. Maintenance and auditing of equipment and facilities.
4. Washing team kits and bibs.
5. Assisting teaching staff in the maintenance of a safe working environment.
6. Putting up and taking down displays, fixture lists and team sheets.
7. Administration tasks associated with the planning and implementation of PE activities and trips.
8. Provide supervision of pupils during lunch and break times.
9. Help with organisation of special events e.g. Sports Admission Evening/Sports Day
10. Sort and return lost property.
11. To undertake other appropriate duties at the request of the Head Teacher, Governors, teaching staff or support staff management of the school.

### 3. Qualifications and Experience

**Essential**

Evidence of a good basic education with 3 GCSEs at Grade C, or equivalent, one in English Language.

### Desirable

A genuine interest in physical education and sporting activity.

**4. Physical Effort**

The post-holder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a sporting event.

**5. Working Environment**

The post-holder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in their working environment.

#### 6. Other Information

#### Beechen Cliff School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post prior to commencement.

The post-holder will be expected to undertake any appropriate training provided to assist them in carrying out any of the above duties.

The post-holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The post is Term Time Only plus all Inset days.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

**7. Organisation**

**HEADMASTER**



**HEAD OF PE**



**FIXTURES CO-ORDINATOR**

**Post Holder: Line Manager:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_Andrew Davies\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_25th June 2019\_\_\_\_\_\_\_