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## Apprentice PE Technician Job Description

Salary: Grade 1/2  
Full Time, Term Time Only, 37 Hours per Week

Start Date: 1 September 2022

End Date: 1 March 2024 (This is an 18-month apprenticeship scheme placement, with a view to becoming permanent).

Responsible to: Head of PE, SLT Link for PE, Headteacher

Suggested Apprenticeship Qualification: Community Activator Coach L2 (negotiable)

Apart from other colleagues in the school, the main contacts of the job are: teaching staff, support staff, students, visitors and outside organisations hiring the premises.

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### Main Purpose of the Job:

To provide a comprehensive and responsive support service for the PE Department, to meet the demands of the curriculum, extra-curricular activities, and the local community.

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### Main Duties

1. To provide practical support to the teachers and pupils within the PE Department by responding efficiently to requests for assistance, equipment and resources, ensuring that this meets the required expectations of the teaching staff.
2. To provide practical support to the teaching staff within the PE department, with lesson preparation, classroom support, and extra-curricular activities and projects.
3. To ensure that all duties are carried out within health and safety regulations, and to keep up to date with all new regulations and requirements with regard to health and safety within the school and the classroom.
4. To assist in maintaining clean and safe teaching areas, ensuring that equipment and resources are cleaned and cleared after classes, ensuring that equipment is cleaned and maintained throughout the school term, and ensuring that the computer facilities are functional for daily use.
5. To be responsible for the monitoring and delivery of cleaning and maintenance of the outside areas, including; 3G surface, grass pitches, hard court areas, and changing rooms.



6. To keep an inventory of equipment used by the department, and to organise services, repairs and replacements when required.
  7. To produce displays for the PE department and to liaise with other relevant staff to enhance whole school and other department displays.
  8. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
  9. To support teachers responsible for KS3 and KS4 assessment and examination administration duties, including inputting pupil information onto databases.
  10. To undertake personal development to improve own practice.
  11. To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.
  12. To assist with school administrative duties including exam invigilation as part of the agreed system for the school.
  13. To be a qualified first aider, or willingness to undertake training.
  14. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
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Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



## Apprenticeship PE Technician Person Specification

### For this job we are looking for:

- Experience of working in a practical support environment.
- Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems and equipment.
- Good communication skills, for effective interaction with service users, colleagues and members of the public.
- Good literacy and numeracy skills to accurately complete and maintain relevant records and produce reports.
- Ability to work on own initiative, to be proactive, and to plan own workload.
- Willingness to work as part of a team to ensure high quality standards.
- Willingness to abide by the City Council's and Governors' various policies.
- Willingness to undertake first aid training and become a qualified first aider.

### Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.
- Personal commitment to continuous self-development.
- Personal commitment to continuous service improvement.
- Personal commitment to the school's professional standards, including dress code, at all times.
- Be willing to consent to and apply for an Enhanced Disclosure & Barring Service (DBS) check.