

Chingford Academies Trust

Chingford Foundation School

JOB DESCRIPTION

JOB TITLE:	PE Technician
RESPONSIBLE TO:	Head of PE
RESPONSIBLE FOR:	None
GRADE/PAY RANGE:	Scale 3 (spinal points 5-6)
TENURE:	Permanent
HOURS:	32.5 hours per week, 44.4 weeks per annum
KEY CONTACTS:	Internal – Staff/Pupils External – External Bodies

JOB PURPOSE

1. To be responsible for the delivery of an efficient and effective administrative and practical PE service to Chingford Foundation School.
2. Under the direction/instruction of senior staff: provide general support to staff and pupils.

MAIN DUTIES / RESPONSIBILITIES

Administrative Duties

1. To carry out administrative typing, including the Sports Bulletin & Pupil links
2. To organise, collate and distribute certificates.
3. To compile the Sports Awards Folder.
4. To carry out administration of department orders.
5. To use SIMS to obtain information and monitor staff input.
6. To administer PE pupil access passes.

7. To help with departmental displays and promote PE using school endorsed social media
8. To update electronically PE Department information as required
9. To carry out general photocopying/telephone duties.
10. Organise and communicate relevant sports & games fixtures and travel arrangements and update the relevant stakeholders.

Practical Duties

1. To maintain the PE area as a safe and secure environment.
2. To set up and clear away equipment for lessons according to departmental Schemes of Work (SoW).
3. To maintain a tidy and logical arrangement for equipment storage.
4. To carry out general equipment maintenance e.g. pumping up balls, simple repairs, clearing of equipment.
5. To maintain changing rooms in a neat and presentable fashion.
6. To unpack new equipment and place in storage, security marking as appropriate.
7. To keep a simple asset register, noting breakages and loses and using this to inform the ordering process.
8. To wash team kits and store as per the departmental protocol.

Other

1. To oversee PE area during school break time and lunchtime.
2. To be the key holder responsible for locking/unlocking doors as directed.
3. To be responsible for start and end of day routine – opening/closing doors/windows and operating lights/heating controls.
4. To supervise the Year 12 study base as and when directed.

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals annually in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

**CHINGFORD ACADAMIES TRUST
CHINGFORD FOUNDATION SCHOOL
PERSON SPECIFICATION
PE Technician**

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
Qualifications			
Good general standard of Education	✓		
Child Protection Basic Training		✓	I/A
First Aid at Work qualification		✓	A
			A
Experience			
Experience of using Microsoft Packages, including databases and spreadsheets	✓		I/T/A
Experience of using ICT	✓		I/T/A
Experience of maintaining PE equipment	✓		A/I
Skills, knowledge and Understanding			
Self - motivated	✓		A
Ability to show initiative and prioritise one's own work and that of others even when under pressure	✓		A
Able to follow direction and work in collaboration with Line Manager.	✓		A/I
Ability to follow initiative and prioritise one's own work and that of others even when under pressure	✓		A/I
Able to follow direction and work in collaboration with Line Manager and Leadership Team	✓		A
Able to work flexibly to support others and respond to unplanned situations	✓		A
Efficient and meticulous in organization	✓		A/T
Good verbal and written communication and interpersonal skills	✓		A/T/I
Ability to work on own initiative and as a team player	✓		A
Recognition of the importance of personal responsibility for Health and Safety	✓		A/I
The ability to maintain confidentiality	✓		A
To undertake duties with a professional approach at all times.	✓		A
Commitment to the school's ethos, aims.	✓		A
Other Requirements			
A commitment to on-going personal development and willingness to undertake appropriate training.	✓		I/A
Appointment to the post is subject to a satisfactory enhanced Disclosure and Barring scheme check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

‘The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.’

*I - Interview R – Reference L - Lesson observation A - Application Form