**BIDDENHAM INTERNATIONAL SCHOOL & SPORTS COLLEGE**

**JOB DESCRIPTION**

**Job Title:** PE Technician

**Hours:** 37 hours per week, term time only, including 5 school training days

8.00am - 4.00pm on Monday to Thursday

8.00am - 3.30pm on Friday

**Grade**: NJC Level 1D (point range 1-3)

**Responsible to:** Designated PE Teacher

**Job Purpose:** To support the Physical Education Department in their day to day duties and supervise lunch time sports activities on the school fields, astro turf and in the sports hall.

**MAIN DUTIES AND RESPONSIBILITIES**

**Practical Support**

* Maintain and update Physical Education display boards around the school including posters to promote extracurricular activities,
* Setting up/putting away equipment,
* To maintain and launder team kits on a weekly basis ready for inter school fixtures,
* To undertake training that relates to the job, either at the school, or off site, as and when required,
* To undertake any other duties of a similar level and responsibility,
* To keep spare kit organised and supervise at the beginning and end of lesson time to ensure students are wearing the correct kit.

**Teaching Support**

* Manage and maintain equipment in both the classroom based activities and the practical areas.
* Mentor students at the request of the Physical Education Department.
* Be actively involved in all year group activities in relation to Physical Education

**Out of Hours Learning**

* Support with the extra-curricular programme in terms of coaching and officiating in a variety of sports.
* Organisation of Inter House competitions.
* Coaching and officiating when appropriate.
* Managing and supervision of lunchtime sporting activities.

**Other**

* A voluntary commitment to some late evenings and weekends in relation to Sports College initiatives would be welcomed.
* Biddenham International School & Sports College is the hub site of the School Sport Partnership and host of the School Games Organiser. There will be opportunities for the successful applicant to gain experience in this Sports Development environment.

**General**

* To be aware of and comply with policies and procedures relating to child protection and safeguarding, including PREVENT, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
* Anything else that the Headteacher might reasonably request or is required to ensure the job is completed.

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**PERSON SPECIFICATION**

**PE TECHNICIAN**

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| **Attributes** | **Essential** | **Preferred** |
| **Education/**  **Qualifications** | * GCSE English and Maths at Levels. * 9-5 (A\* to C) or Level 4 and above (or equivalent). | * Level 1 or Level 2 Sports Coaching Certificates. * GCSE/A Level/BTEC or equivalent qualification. |
| **Experience &**  **Knowledge** | * Previous experience of working within a sporting environment. * Experience of word processing and spreadsheet packages eg: Word/Google Doc and Excel/Google Sheets |  |
| **Skills/**  **Knowledge/**  **Aptitude** | * Effective interpersonal skills. * Effective organisational skills. * Ability to work as part of a team and to use initiative when required. * Ability to cope with conflicting demands, deadlines and interruptions. * Ability to maintain confidentiality at all times.   . |  |
| **Motivation** | * Willingness to be flexible. * Willingness to undertake further training as appropriate. |  |
| **Physical** | * Physically fit and able to move and lift large pieces of sporting equipment, with suitable training. * Physically able to run activities in and around work in order to be fully engaged with tasks given. |  |
| **Other** | * Maintain a clean and tidy work surrounding in order to work sufficiently. | Current First Aid Certificate. |