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**PE Technician**

**Job Description**

**Salary Range : NJC point 11-13**

**Responsible to Head of PE**

**Hours of work 20 per week, Term time only 44.6 weeks per year.**

**Job Purposes:**

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

**Job Specification**

Tasks will include:

* Organisation of practical equipment, including preparation and storage before and after club, training sessions and fixtures.
* Assist with lessons, training and fixtures when required.
* Maintenance and auditing of equipment and facilities.
* Washing team kits and bibs.
* Assisting teaching staff in the maintenance of a safe working environment.
* Putting up and taking down displays, fixture lists and team sheets.
* Administration tasks associated with the planning and implementation of PE activities and trips.
* Provide supervision of pupils during lunch and break times.
* Help with organisation of special events e.g. Sports Admission Evening/Sports Day
* Sort and return lost property.

**Personal Specification**

**Professional Qualities required for this role**

* You will be able to manage your time well. This job has a number of facets to it, and being able to prioritise will be important.
* You will be a supportive team player.
* Have an interest in Sport and Fitness and be willing to support the PE department to enhance the experience of students and staff.
* Be prepared to undertake First Aid training if required.
* You will be an excellent communicator, able to get your message across in a variety of ways and contexts.
* You must have a sense of humour that is reflected in both lessons and working with colleagues.