

## **The Mandeville School (Insignis Academy Trust)**

### **Job Description: PE and Sports Technician**

#### **Main Responsibilities**

##### **Provide technical support to the faculty:**

- To assist with the provision of efficient and effective technician services in accordance with the school's objectives, policies and procedures.
- To maintain storage areas and teaching spaces to ensure that they are left clean, tidy and safe.
- Supporting the PE department in its provision of enhancement activities (for example, trips and visits, clubs after school and during lunch time etc.)
- To prepare materials and to set up apparatus (e.g. sports equipment) for use in the PE department.
- Supporting the PE staff in their preparation and delivery of lessons.
- Assisting the PE department in the preparation for Open Events.
- Contributing to the update of the page(s) relating to the specific area of responsibility on the school's website and other media platforms.
- Knowing and following the school's Safeguarding policies and procedures and their duties outlined in Keeping Children Safe in Education.
- Supporting teachers in their differentiation for the school's focus group students e.g. More Able and SEND students

#### **Duties and Responsibilities**

##### ***Provide administrative support to the faculty:***

- Assisting the department in administrative tasks, such as, but not exclusive to: confirmation of fixtures, updating of department display boards and sports team boards.
- To order relevant sports supplies, checking delivery notes and reporting deficiencies.
- To maintain an equipment stock book and routinely checking equipment and materials.
- To prepare budget estimates, as required.
- To put up and maintain displays within the Sports and PE areas.
- To collaborate with the Head of PE in planning and preparing for school events.

##### ***Provide curriculum support to teachers and students:***

- To edit audio and video recordings required for moderation and exams.
- To maintain and organise equipment within the Sports Hall, gym, MUGA, fields and other areas used for sports.

#### ***Health and Safety Responsibilities:***

- To ensure that regular electrical testing (PAT) is carried out on all portable electrical equipment in the Sports areas and carry out other health and safety inspections and audits as necessary in line with the school's Health and Safety Policy.
- To maintain a safe working environment within the PE department, ensuring safety practices and procedures are operated in accordance with the School's Health and Safety Policy.

**General Tasks:**

- To provide support for both staff and students in the classroom environment.
- To assist with the supervision of students when attending external educational functions including sports fixtures.
- To assist with the transportation of students in the School's mini-bus as agreed by the Head of PE.
- To give technical support for out of hours activities in the PE department as agreed by the Head of PE.
- To undergo further training as agreed by the Head of PE.
- To take part in the performance management process by reflecting on good practice and identifying ways to improve the PE department and Sports provision.

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### Person Specification: PE and Sports Technician

	Essential	Desirable	Evidence
<b>Qualifications and Experience</b>			
A record of engagement and participation in sport	✓		Application
Previous experience of working in a school environment		✓	Application
Grade C/4 or above in GCSE English and Maths (or equivalent)		✓	Application
High level performance in one of the school's focus sports: athletics, cricket, football, netball or rugby		✓	Application
Sports Science degree or similar		✓	Application
National body qualifications in coaching or officiating		✓	Application
First Aid qualification (in-school training will also be provided)		✓	Application
Recent experience of professional development		✓	Application

<b>Knowledge</b>			
A good working knowledge of a range of sports	✓		Interview
Understanding of the issues faced by SEND students and students for whom English is not their first language	✓		Interview
Understanding the duties of all staff who work with children outlined in Keeping Children Safe in Education	✓		Interview

<b>Skills and aptitudes</b>			
Desire to inspire and motivate young people to achieve their very best	✓		Interview
Willingness to learn	✓		Interview
Ability to support a positive and inclusive learning environment	✓		Interview
Competent user of ICT		✓	Interview
Strong organisational skills	✓		Interview
Ability to prioritise workload	✓		Interview
Strong interpersonal skills and a commitment to team working	✓		Interview
Remaining calm under pressure	✓		Interview
Ability to use initiative and adapt to a variety of situations and personnel	✓		Interview
Communicate effectively with students, staff, parents and the general public	✓		Interview

