

JOB TITLE: PE Technician – Role C

REPORTS TO: Head of PE

DEPARTMENT: PE

SECTION: Secondary School

PURPOSE OF JOB

- To provide specialist support to the staff and pupils within the PE Department, including preparation and maintenance of resources and equipment under the guidance of senior staff.
- To work proactively under the direction of the Headteacher or other nominated member of staff, to ensure the upkeep of a high standard of cleanliness, maintenance & security of the school minibuses.

PRINCIPAL ACCOUNTABILITIES

- To design and prepare specialist equipment/resources/materials in accordance with the lesson plans within strict time scales.
- To create and maintain a purposeful, orderly and productive working environment.
- To monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- To demonstrate and assist others in the safe and effective use of specialist equipment/materials and complete the maintenance and preparation of kits for fixtures.
- To assist in the development of lessons and work plans and the administration of resources, work sheets etc.
- To contribute towards the extensive extra-curricular provision the school provides, including running clubs and sports teams at fixtures.
- To maintain and keep key PE areas in good working condition and arrange for maintenance if required.
- To provide specialist advice and guidance as required.
- To ensure the maintenance of specialist equipment, specifically the school minibuses, checking for quality and safety, undertaking specialist repairs/modifications within own capabilities and arranging for other damages/repairs to be carried out by others.
- To complete and maintain all administration and record keeping associated with the management of the school minibus fleet, including the development of an effective booking system and staff training.
- To be responsible for ensuring that the buses are clean, safe in advance of each booking and to take appropriate action when there is a fault/damage/something missing so that the buses are always complete and ready for each booking.

- To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice.
- To contribute to the planning, development and organisation of systems/procedures and policies.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Responsible for Health & Safety management in own area

GENERAL ACCOUNTABILITIES

- Ensure the effective implementation of school policies with particular regard to safeguarding
- Carry out other duties that may reasonably be required by the Headteacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Dorothy Stringer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment