



Job Profile

Physical Education Technician

Date: April 2024

Job context:

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are 180 pupils in Year 7 - 10, with potential to increase to 180 in all years as the school expands. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

Job purpose:

- To support the Physical Education curriculum by providing an efficient, effective technician service.
- To be responsible for the procurement and maintenance of materials and equipment related to the Physical Education curriculum.
- To carry out regular hazard checks and ensure compliance with all relevant health and safety regulations.
- To follow all safeguarding procedures to ensure the safety and wellbeing of pupils.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

Accountable to:

- Curricular Team Leader for Physical Education

- **Key Tasks and Accountabilities:**

Management of Facilities and Equipment

The Physical Education Technician will support the teaching staff within the Department, through the provision and maintenance of practical equipment and resources and assisting pupils' practical work.

- Preparing and setting up apparatus and equipment for use in practical activities.
- Retrieving and clearing away after practical activities including store cupboard being left tidy.

- General maintenance, cleaning and repair of apparatus and equipment and conducting scheduled safety checks and maintenance of facilities.
- Maintaining teaching areas in a tidy and clean condition
- Advising the Head of Department on replacement needs, ordering equipment and unpacking and sorting newly received equipment
- Advising the teaching staff on safety matters and/or potential problems with equipment.
- Checking materials and equipment for before and after use by a class, for quantity and damage.
- Maintaining an up to date inventory and keeping computerised records.

Administration

- To place and progress orders.
- To operate a system of stock control, maintaining stock levels and stock records.
- To carry out and keep records of regular hazard checks
- To liaise with opposition schools organising fixtures across our three main sports of Rugby, Netball and Football; This will include, transport, pitches, timings, MISOCS and referees where applicable.

Personnel and Other Services

- To provide appropriate support for other staff as required.
- To help maintain a good working atmosphere where work is completed correctly and promptly.
- To contribute positively to the team atmosphere within the department

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