

Recruitment Pack



PE Technician



St. Crispin's School is part of The Circle Trust, company number 11031096
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



PE Technician – St. Crispin's School

St. Crispin's School

Headteacher: Ginny Rhodes

NOR 1178, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

PE Technician

Fixed-term 1 year, immediate start

5 days, 20 hours per week / Term time only

Starting salary – actual £8,978

Are you looking for a rewarding role in a stimulating education environment?

Would you like to make a real difference to the lives of our amazing young people and be part of a friendly, supportive team?

We are recruiting a PE Technician with responsibility for scheduling fixtures, maintaining equipment, assisting with extra-curricular activity and inter form sports, delivering social media communications and ensuring delivery of a reliable, high quality service for staff and students.

If you are passionate about sports and fitness and have an interest in teaching, we would love to hear from you. Experience of working within a learning environment and / or a level 2 PE qualification is desirable but not essential.

St. Crispin's School is a very happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's is a lovely and positive place to work.

Further details and an application form are available at www.crispins.co.uk/vacancies

Visits to the school are warmly welcomed!

Closing date: 9am Monday 15th November

Interviews: AM Wednesday 17th November

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.



Job Description

Salary Grade 4

Terms and conditions

Contract: Fixed-term for 1 year, term-time only
Hours per week: 20
Hours of work: Ideally 12.30pm – 4.30pm – (alternative hours may be considered.)
Notice period: One month

Aim and main purpose of the job

To support all aspects of St. Crispin's PE department.

General Accountabilities

1. To act as a role model through own excellent participation in the delivery of PE curriculum, professional development and personal presence
2. To positively represent St. Crispin's with all stakeholders, visitors and external partners
3. To follow statutory guidance and Circle Trust policies including data protection, child protection and safeguarding
4. To carry out tasks as reasonably required by the Headteacher.

Specific Accountabilities

1. To be the PE Technician at St. Crispin's School, supporting the curriculum team
2. To be responsible for scheduling school sports fixtures
3. Assist with the provision of extracurricular sports activities, clubs and visits
4. To ensure appropriate equipment is prepared and available to support the curriculum
5. Maintain an organised equipment storage facility
6. Stock control - ordering and receiving deliveries
7. Assist with the organisation and provision of inter form sports events
8. Monitor social media communications regarding sports fixtures and events
9. Prepare departmental display and notice boards
10. To be a school First Aider
11. To complete other necessary administrative duties.

Line Management

- The post of PE Technician is line managed by Head of Department
- The post of PE Technician has no line management responsibility for other staff
- This description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All members of staff are expected to be flexible to ensure the most effective organisation and delivery of support in the school.



Personal Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<p>Minimum 4 GCSE's</p> <p>High-level computer literacy (MS Office experience, including word-processing, spreadsheets and e-mail).</p> <p>High-level literacy and numeracy skills.</p>	<p>Level 2 PE Qualification</p> <p>First Aid</p>
Competence Summary (knowledge, abilities, skills, experience)	<p>Able to prioritise own workload and work to competing deadlines.</p> <p>Able to work on own initiative and constructively as part of team.</p> <p>Good personal communication skills.</p>	<p>Experience of working within a learning environment.</p> <p>Experience using and managing SIMS and Office365.</p>
Work related personal requirements	<p>Able to respond flexibly and adapt to changing and challenging circumstances</p> <p>Capacity to train others to work with unfamiliar systems</p> <p>Able to persuade, negotiate and influence others</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p> <p>Able to achieve sensible work life balance to ensure health and well-being.</p>	
Other work requirements	<p>Ability to evaluate own development needs and those of others and seek learning opportunities to address these, share knowledge with others and encourage their development.</p>	

About us

St. Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St. Crispin's converted to an academy and became part of www.thecircletrust.co.uk.

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



Policy Statement

To view our Recruitment Privacy Policy please see link below:

[St. Crispin's School Recruitment Privacy Policy](#)