

St. Crispin's
Excellence for all



Excellence **FOR ALL**

Applicant Information Pack:
PE Technician

Applications can be made
by completing the [application form](#).

To arrange a visit or return completed forms contact
Sarah Hales - haless@crispins.co.uk tel. 0118 978 1144



Contents

Advert for the post of PE Technician	3
About St. Crispin's School	4
About the Trust	6
Job description	7
About Wokingham	10
The process and how to apply	11





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

For September 2024 | The Circle Trust Support Staff Pay Scale, Grade 3.5: £10,596 pa, actual salary.

We are recruiting a PE Technician with responsibility for scheduling fixtures, maintaining equipment, assisting with extra-curricular activities 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.

Staff wellbeing is a key focus; we want you to enjoy coming to work and to feel valued in all that you contribute. Your enthusiasm to enhance the role of PE in the curriculum will be rewarded with many opportunities to build your experience and maximise your potential. At St Crispin's our ethos of "Excellence for All" encapsulates our commitment to do the very best for both students *and* staff and you will be welcomed by a happy, friendly and supportive team.

Visits to the school are warmly welcomed!

To arrange a visit or apply

Contact Sarah Hales - PA to Headteacher haless@crispins.co.uk | Tel: 0118 978 1144

Applications can be made through completion of an [application form](#)

Interview date: Week commencing Monday 16th September 2024

Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early, should we receive sufficient applications.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.

Our school

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We believe in promoting excellence in an atmosphere where students can learn, enjoy, grow and support each other.

We have a strong focus on the basics: excellent learning and teaching, a safe, disciplined environment and an ethos that promotes high 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 wonderful team of committed staff that provide support, challenge and expertise to enable every student to achieve.

Key Information

Type of School	Academy
Planned Admission Number (PAN)	1501
NoR	1501
Ofsted	Good (2022)
% SEND Students	13
% EAL Students	25
% Pupil Premium Students	10

Results

Progress 8	0.23 Above average
Attainment 8	53 Above average
English and Maths GCSE	60% 5+
A Levels	B-





Pastoral system

Our school ethos for many years has been 'Excellence for All' and it is very much at the heart of all that we do. Indeed, we strive for excellence **from** all to ensure that there is a positive culture within our community to be the best that we can. We work to ensure that students not only leave with the best possible academic results that they can be proud of, but also key skills for the working world which are individualised to their needs and the path they wish to follow.

We offer enrichment beyond the classroom as much as possible, and stakeholders speak highly of the opportunities that the school offers. We tailor the curriculum termly for each year group to develop key life skills and virtues such as respect and resilience.

Our commitment to preparing young people for the wider world is reflected in not only our very low NEET figures but the increasing number of young people who choose to stay at the school for their post-16 studies and the number of external students that join us for the Sixth Form.



Our culture

The importance we place on values and positive behaviour ensures a culture within the school where students recognise that whilst they do have rights such as 'to learn' and 'to be heard', they also have a responsibility to respect one another as well as the wider community. This underpins the behaviour procedures which staff are consistent in implementing. We continually review the effectiveness of policies and approaches, and staff are encouraged to reward students for positive behaviour and for showing respect to our community.



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust 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.

 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



For more information

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.





Job description

Salary	The Circle Trust Support Staff Pay Scale, Grade 3.5: £10,596pa, actual salary		
Contract	1pm-5pm, Monday-Friday, Term time only	Start Date	September 2024

Aim and main purpose of the job:

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

General Accountabilities

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

Specific Accountabilities

- To be the PE Technician at St Crispin's School, supporting the curriculum team
- To be responsible for scheduling school sports fixtures
- Assist with the provision of extracurricular sports activities, clubs and visits
- To ensure appropriate equipment is prepared and available to support the curriculum
- To assist with setting up for lettings in the Sports Hub
- Maintain an organised equipment storage facility
- Stock control – ordering and receiving deliveries
- Assist with the organisation and provision for inter-form sports events
- Monitor social media communications regarding sports fixtures and events
- Prepare departmental display and notice boards
- To complete other necessary administrative duties

Details of Line Management:

- The post of PE Technician is line managed by the 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 organization and delivery of support in the school.

Notes:

- Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.
- This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.



Personal specification

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Minimum 4 GCSEs • High level computer literacy (MS Office experience, including word-processing, spreadsheets and email) • High level computer literacy (MS Office experience, including word-processing, spreadsheets and email) 	<p>Level 2 PE Qualification</p> <p>First Aid</p>
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Able to prioritise own workload and work to competing deadlines • Able to work on own initiative and constructively as part of team • Good personal communication skills 	<p>Experience of working within a learning environment</p> <p>Experience using and managing Arbor and Office365</p>
Work related personal requirements	<ul style="list-style-type: none"> • Able to respond flexibly and adapt to changing and challenging circumstances • Capacity to train others to work with unfamiliar systems • Able to persuade, negotiate and influence others • Ability to maintain strict confidentiality of information received and processed as part of the job role • Able to achieve sensible work life balance to ensure health and well-being 	
Other work requirements	<ul style="list-style-type: none"> • 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 	



Photo taken by Stewart Turkington Photography

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School

Visits to St. Crispin's are warmly welcomed.
To arrange a visit, please contact Sarah Hales - PA to Headteacher
haless@crispins.co.uk or on: 0118 978 1144

Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Application closing date

The closing date for applications is **Friday 13th September**. Applications can be made via an [application form](#) on our school website.

Please send your application to Sarah Hales - PA to Headteacher
haless@crispins.co.uk or on: 0118 978 1144
Applications will be acknowledged by email on the next school day.

Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early.

Interview Date

Week commencing **Monday 16th September**.

Checks

If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

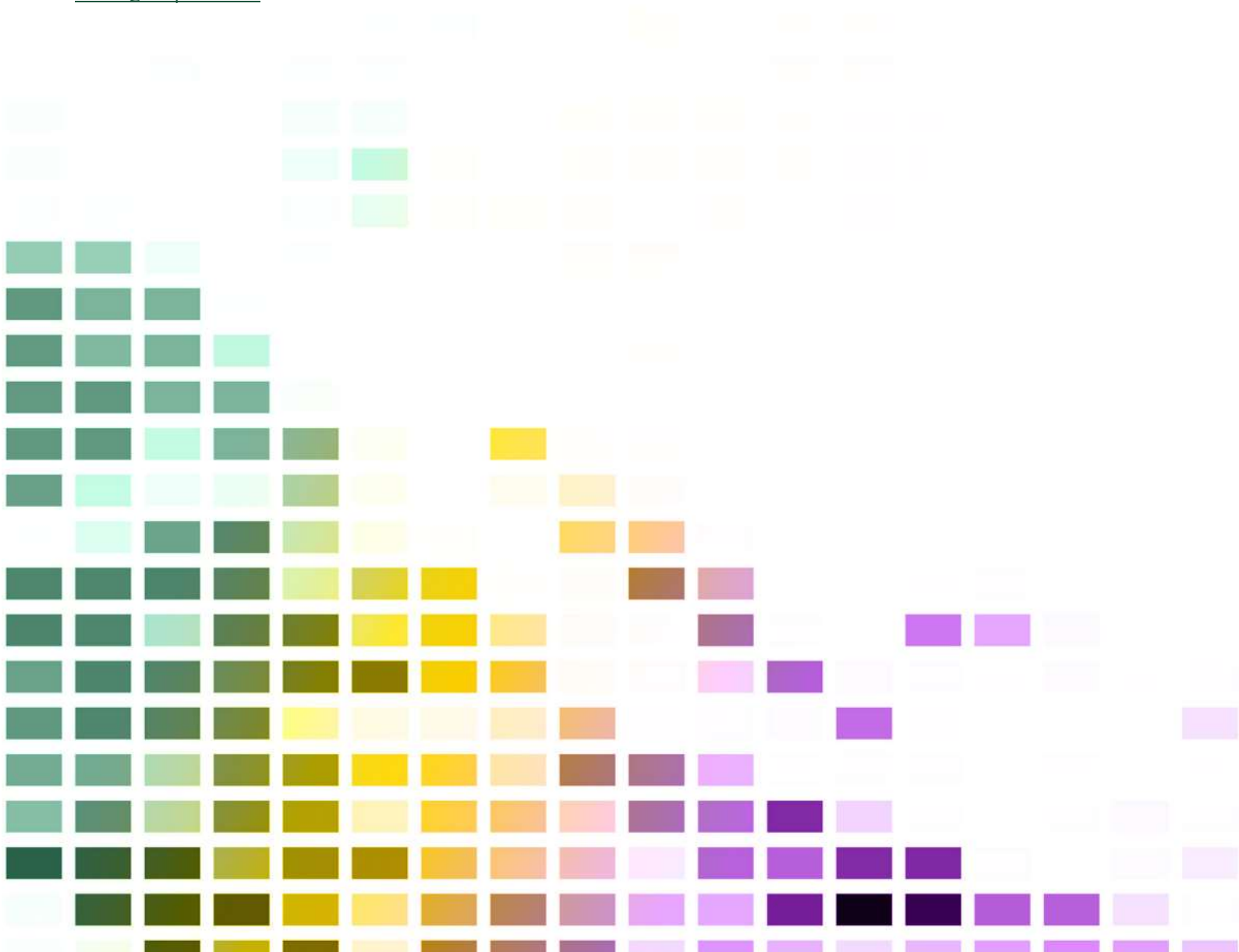
In completing this [application form](#) you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Sarah Hales either. Via email haless@crispins.co.uk or call on 0118 978 1144.





St. Crispin's
Excellence for all



St. Crispin's School
London Road
Wokingham
Berkshire
RG40 1SS

t: 0118 978 1144

www.crispins.co.uk



The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.