

JOB DESCRIPTION

Job Title: PE Technician

Reports to: Head of Physical Education

Key Purpose of the Job

To assist in the smooth running of the PE department through equipment management and support for teaching staff.

Key Responsibilities

- Equipment management: Setting up, checking, maintaining, and storing sports equipment (e.g., balls, nets, gym apparatus)
- Lesson support: Assisting PE teachers during classes—this can include preparing spaces, demonstrating basic techniques, or supervising small groups.
- Health & safety: Ensuring equipment is safe to use and reporting faults or hazards.
- Facility preparation: Preparing sports halls, fields, pitches or courts before lessons or events, and clearing them afterward.
- Stock control: Keeping inventory of equipment and ordering replacements when needed.
- Event support: Helping organise school sports days, fixtures, and tournaments.
- Provide administrative support with departmental organisation.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices

Health & Safety

Be aware of and comply with policies and procedures relating to child protection; health and safety and security; confidentiality and data protection; and report all concerns to an appropriate person.

Review of Duties

Full training will be given and the postholder is expected to accept any reasonable alterations to the role that may be necessary from time to time. The key purpose and key responsibilities of the job are subject to review and may, after discussion with the postholder, be revised.

We are an Equal Opportunities employer. The Broxbourne School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply. The school is committed to safeguarding and promoting the welfare of children and young people and expects anyone applying to work in our school to share this commitment. All appointments are subject to pre-employment checks, including a satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service.