



**BOURNEMOUTH SCHOOL
FOR GIRLS**

PE Technician

Bournemouth School for Girls





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Dear applicant

Thank you for your interest in our role of PE Technician.

This is an opportunity for a suitably technically skilled and personable candidate to join our vibrant and high achieving PE team. Your role will be to work closely with the teaching staff to ensure equipment is in place, support within lessons where required and assist with the organisation and administration of the department.

Bournemouth School for Girls is a girls' 11-18 selective academy which has the core aim of developing well rounded young people who, as well as achieving outstanding academic results, are ready to make a difference in the world. BSG is a very special place in which to learn and with over 100 years of academic excellence we have a strong reputation both locally and nationally. Achievement is consistently high and BSG has maintained its position as one of the top state girls' schools in the country for both progress and achievement. A key aim is to be a great school to work and learn at.

The successful post holder will have a keen interest in sport and be willing to undertake first aid training and support students with first aid as required. You will be able to act on your own initiative, work as part of a team and on your own and have the admin skills required to support the department. In return you will join a school that is a pleasure to work at and be able to work with engaged students that are keen to learn and work in recently upgraded facilities.

This information pack contains details of the post, terms and conditions and the school.

Applications need to be submitted on the Application Form for Support Staff which can be found on our website www.bsg.bournemouth.sch.uk

Applications may be submitted by post or by email to lmckenzie@bsg.bournemouth.sch.uk by 10am on Monday 5 December 2022.

Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ.
Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.





Job Description and Person Specification

Post Title: PE Technician
Responsible to: Head of PE

Core Purpose of the Role

This post is intended for a technician with higher level of qualifications/experience/expertise undertaking more advanced work.

To provide specialist technical support to teaching staff within the designated work area and to ensure the safe and proper use and maintenance of resources and equipment. The specialist technical knowledge and skills will support a variety of teaching activities, including more advanced work with post-16 examination courses.

Key Responsibilities

- To provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment.
- Under the general direction of the Head(s) of Department to take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities.
- To prepare and maintain Departmental teaching areas and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
- To contribute to teaching sessions as appropriate, by demonstrating / supervising / advising on the proper and safe use of materials for practical activities, including teacher directed support for individual pupils or assisting with practical project work (e.g. as part of post-16 studies).
- To maintain and undertake reasonable repairs to equipment and where practical to do so or arrange alternative servicing by approved contractors.
- To be responsible for the safe storage of equipment and materials and the disposal of products in accordance with the relevant regulations, guidelines and school procedures.
- To maintain appropriate records for the control and allocation of relevant equipment and resources.
- To undertake ordering and stock allocation activities and maintain appropriate records.
- To support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
- To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.



- To play a proactive role in developing the skills and expertise of technical staff and in promoting 'best practice' in all aspects of the work requirements.

Knowledge and Skills

An advanced, vocational or academic qualification in the relevant subject area (e.g. BTEC Higher, HNC/D, Advanced City and Guilds Certificate) with applied practical experience.

OR

Substantial experience in a relevant work area together with a vocational/academic qualification at NVQ level 3 or equivalent or other relevant evidence of training/development in the particular subject area.

Supervision and Management

General supervision will be provided by the Head of Department. There will be a need for day-to-day liaison with relevant teaching staff. Most activities will be undertaken without direct supervision.

Problem Solving and Creativity

Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment.

Key Contacts and Relationships

Daily interaction with teaching staff, pupils and other support staff. Also contact with external suppliers and contractors, as required.

Decision Making

Deciding when to intervene in pupil activities for instruction or safety purposes. Supervisory decisions regarding technicians' duties and training/support needs.

Resources

I.T. skills for presentation, analysis and recording purposes.

Competent use and application of specialist equipment for the relevant subject area/department

Working Environment

Duties will normally be undertaken within the Department, which will include the indoor and external sports areas, classrooms and Departmental office.

Lifting and movement of resources and equipment will often be required, using trolleys where appropriate.



Academy Ethos and Culture

- To continue personal development as agreed at appraisal reviews.
- To engage actively in the appraisal review process.
- To play a full part in the life of the Academy community; to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To carry out other reasonable tasks from time to time as directed.

Salary and Benefits

This role is for 15 hours per week, term time only plus staff training days.

The post holder will be paid on Grade 5, £21,189 to 21,968 FTE

Holiday entitlement will be 5 weeks (25 days) increasing to 5.6 weeks after 5 years' service FTE

Grade point incremental pay structure.

Local government final salary pension scheme.

Access to salary sacrifice benefits such as cycle to work.

Free use of new and highly equipped gym (conditions apply)

Free parking on site.

Terms and conditions

The post is subject to successful completion of 6 months' probationary period, satisfactory references, medical and DBS clearance.

