



Sackville School

P.E. TECHNICIAN

Job Description

General Responsibilities:

- Administration as required by staff, including phone calls, update notice boards, data entry, money collection, liaison with appropriate staff, photocopying, coordination of permission slips, registers etc.
- Keeping offices and kit rooms tidy, sorting kit for cleaning and storage
- Setting up equipment for lessons in both classroom and outside areas
- Inventory maintenance and retention for all equipment.
- Weekly visual observation of the state of fixed items of sporting equipment e.g. goal posts and completing the checklist sheets weekly.
- Liaising with the Head(s) of Department to ensure equipment is maintained for use for all lessons
- Liaising with groundsman
- Finding missing children for classes
- Using digital camera and transposing to video or computer
- Attending classes and events as required as an extra adult, including helping at athletics meetings
- Maintenance of summer sporting areas e.g. ensuring sand pits are safe to use
- Keeping first aid boxes stocked
- Dealing with lost property
- Ordering refreshments for meetings/matches etc from catering
- Ordering new kit
- Organising interform competitions