



Orleans Park

RECRUITMENT PACK

Vacancy PE Technician

Deadline 10am on Wednesday 17 September 2025



PE Technician

Required for September 2025 or as soon as possible thereafter

Fixed term 1 year contract in the first instance

26 hours per week, 38 weeks per year (Term time)

9:30am – 4:30pm, Monday to Thursday

NJC Salary Scale 4 (Actual salary: £18,227 - £19,023)

Orleans Park is a successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,350 students. The dedicated staff work hard to ensure students are successful and leave as responsible citizens and confident individuals.

We are looking to appoint a reliable team player that preferably holds recognised sports qualifications, who will be responsible for supporting our PE department in the delivery of the subject. This will include full administrative and practical support. The ideal candidate will be able to assist in lessons and will be required to work after school to support extra-curricular activities/fixtures. Knowledge of sports terminology and various activities is desirable. A full and clean driving licence is required.



What's it like to work at Orleans Park? Click the icon to find out.



To see a short film about our school, click the icon.

Applications are shortlisted for interview as they are received so early application is encouraged and we reserve the right to commence the interview process and close the vacancy prior to this date.

Closing date for applications: 10am on Wednesday 17 September 2025

Orleans Park is committed to continuing to make diversity, equity, and inclusion part of everything we do. Ensuring that we are always recruiting, retaining and promoting a diverse mix of colleagues who are representative of the diversity in our local communities gives us a great opportunity to have access to a broad range of ideas and allows us to provide an outstanding education to our young people and an outstanding place for people to work.

In line with the statutory guidance document Keeping Children Safe in Education (2024) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview. The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are an equal opportunities employer.



Job Description

Job Title:	PE Technician
Reporting To:	Head of PE
Grade/Salary Range:	NJC Scale 4
Hours/Weeks:	• 26 hours per week during term time (38 weeks). • 9:30am – 4:30pm, Monday to Thursday. • Holidays are not to be taken during term time.

JOB PURPOSE

To assist and support the PE Department, providing essential support to teaching colleagues and students within the Department.

MAIN DUTIES AND RESPONSIBILITIES

- Assist and support the PE department with fixtures, sports days and events.
- Undertake a range of administrative tasks in support of the PE Department including, sending emails to parents, other schools and outside agencies, entering data onto school systems, photocopying and filing.
- Assist in lessons (at the discretion of the Head of Department).
- Tracking club attendance and analyzing data to discover trends in year groups, gender and number of clubs attended.
- Prepare and set-up PE equipment for lessons in order to be delivered effectively.
- To help in the preparation of organising practical equipment before a PE lesson.
- Manage and coordinate external paid clubs by liaising with coaches on site and via email.
- Deliver after school PE clubs.
- Coach, select and take a sports team to training and fixtures.
- Book and drive the school minibus for fixtures and book venues for sports lessons.
- Place orders with suppliers for stationary and PE equipment.
- Organise and update the PE calendar and board with new fixtures, meetings and events as well as update the PE display with relevant clubs, flyers for sport and student achievements.
- Maintaining storage of equipment.
- Assist and support GCSE and A Level practical lessons.
- Photograph training/fixtures and promote clubs via social media.



MAIN DUTIES AND RESPONSIBILITIES continued

- Promote and safeguard the welfare of all students in accordance with DfE guidelines and ensure that all staff are committed to, and comply with the same.
- Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.
- Attend training and meetings as necessary to remain fully informed about developments in relation to school procedures and undertake any training required in order to carry out duties within the department.

This job description is not exclusive of the full range of professional duties of the post holder. Additional/alternative reasonable tasks may be required by the school at the discretion of the Line Manager or Headteacher.



Person Specification

Experience:	Essential or Desirable	How Assessed
Working with children	Essential	Application
Working in an education setting	Desirable	Application
Working with SIMS and other IT packages including Google	Desirable	Application
Qualifications:		
Good standard of literacy and numeracy	Essential	Application & documentary evidence
Recognised sports qualifications	Desirable	Application & documentary evidence
Relevant Level 2 qualification or higher	Desirable	Application & documentary evidence
Knowledge:		
Safeguarding Children	Essential	Application & Interview
Appreciation of confidentiality	Essential	Application & Interview
Skills:		
Good oral & written communication skills	Essential	Application & Interview
Ability to work under pressure and meet deadlines	Essential	Application & Interview
Ability to work flexibly	Essential	Application & Interview
Other:		
Willing to self-improve / attend training	Desirable	Application & Interview
Clean driving licence (for more than 2 years)	Essential	Documentary evidence



To apply for this position, you will need to complete an Orleans Park Application Form. As part of the application process, your form must include a supporting statement, which specifically addresses your own qualities and strengths in relation to the advertised role.



Click the icon to download and complete your application form.

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the recruitment team if there is anything you wish to discuss before submitting your application. You can email them at recruitment@orleanspark.school



To see how the school uses prospective candidate's personal data, click the icon.





Safeguarding Statement

Responsibility Resilience Respect

The Governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and Governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Adam Gladstone is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: Prevention, Protection and Support.



Click the icon to read our full Safeguarding Policy.





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