



Sponne School

Inspiring Achievement



Role: PE Technician
Responsible to: Faculty Learning Lead, PE
Based at: Sponne School
Hours: 20 hours per week, 39 weeks per year
Grade: Grade E to F, points 4 to 7

Job Context

As at September 2025, the trust consists of fifteen academies across Northamptonshire, Buckinghamshire and the West Midlands, comprising of ten secondary academies including an alternative provision school and five primary academies, also including an alternative provision school.

The PE Technician role supports the PE Faculty with the upkeep and organisation of PE equipment and kit and to act as a member of the PE staff at certain events, fixtures and clubs. All pupils follow a PE option to the end of KS4, and PE is also offered at GCSE and A Level. The school is also actively involved in the sporting pathways from Primary to Secondary School and delivers a full programme of activities and events for our cluster primary schools.

Key Responsibilities

- To support PE staff in the checking, maintenance and replenishment of the PE equipment and kit.
- To assist the faculty with the organisation of lesson materials, displays, fixtures and general administration as appropriate.
- To support the development of PE opportunities by acting as an administrator, instructor or organiser for some specific faculty events i.e Sports day, fixtures and clubs etc.
- To assist PE staff with the delivery and administration of the primary School Sports Programme (SSCO).
- To undertake general housekeeping duties for the faculty including washing spare kit, lost property, minor cleaning and tidying.

Job Description

Equipment

- 1) To support staff and pupils with the checking and presentation of equipment in order to ensure sufficient, clean resources for the delivery of the PE lessons.
- 2) To arrange the servicing and maintenance of the relevant equipment and appliances within the faculty.
- 3) To monitor basic stock levels of all materials and equipment, keep an inventory and inform the FLL of any requirements. Place orders and check invoices as appropriate.

Organisation

- 4) Assist the Faculty Learning Leader with paperwork relating to Health and Safety within the curriculum area.
- 5) Assist PE staff with lesson by lesson monitoring and registers, including attendance at enhancement sessions and fixtures.
- 6) Help display Assistant and faculty staff to maintain existing displays in designated areas of the school.
- 7) Help the PE team with arrangements for both girls and boys fixtures, matches and other events including contacting other schools to make arrangements, telephoning parents, and communicating with the school community on behalf of the PE Faculty. In addition to fixtures this will include specific events such as sports day, SSCO events, taster sessions, enhancement activities etc.
- 8) Prepare rooms for PE exams as required.
- 9) Ensure the website and systems are updated on a regular basis and pro-active information being shared across the school.

Supporting Events

- 10) Attend fixtures and special events as required acting as another member of PE staff. Attend athletics or cross-country events to act as team manager, carry out the paperwork and collate results – assisting with events where needed.
- 11) Act as an instructor /umpire in various key sports such as hockey, netball, girls' football etc to assist PE staff with enhancement clubs and fixtures.
- 12) Where feasible, be able to drive the school minibus to fixtures to support the PE staff.
- 13) Create and publish social media posts to share fixture results and related updates.
- 14) Assist with the management of Sponne's Equestrian Team and be the principal point of contact. Check NSEA website for details of forthcoming events and promote to team and parents. Assist with the co-ordination of entries and help to ensure relevant payments are submitted on time. Promote success of the team within school.
- 15) Support the school's SSCO Officer with the full programme of events and activities for the cluster primary schools. This includes some active participation in the delivery of events as well as the administration and co-ordination beforehand.
- 16) Collate all PE related information for inclusion in school's monthly newsletter.

Housekeeping

Help sort and manage PE lost property.

- 17) Wash spare kit on a regular basis and make it available for use by the students.
- 18) Assist Faculty members in keeping office spaces, storage cupboards and classrooms tidy and clean.
- 19) Any other reasonable duties as requested by the FLL.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Online, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.

KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

October 2025

Agreed by (post holder):

Date

Agreed by (Line Manager):

Date