



PE & VOCATIONAL FACULTY TECHNICIAN

Permanent

Required for September 2026

Application pack contents

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



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Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Medicash - Health Cash Plan:
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





Advertisement

PE & VOCATIONAL FACULTY TECHNICIAN

37 hours per week

8.30am – 4.30pm Monday to Thursday, 8.30am – 4pm on Fridays

39 weeks per year – Term time plus 5 training days

Tove Learning Trust Band D to E, Points 3 to 5 - £24,795 - £25,583

Actual annual starting salary: £21,327 per annum

We require, as soon as possible, a PE & Vocational Technician to work within our PE & Vocational Faculty. We are looking for someone who is completely reliable, committed and hard working. The job entails supporting the Faculty with a range of technical equipment and offering administrative, coaching and general support, particularly in Physical Education. Excellent organisational skills are required.

You will need to be able to prioritise a busy workload, have good office skills and be ICT literate, particularly with Microsoft applications Word and Excel or Google equivalent. You will enjoy working with people from varied backgrounds and cultures. You will work with school aged students.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <https://www.lordgrey.org.uk/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Monday 7 September 2026. Interviews to be held on Thursday 10 September 2026.

Only successfully short listed candidates will be contacted. CVs will not be accepted.

The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.



JOB DESCRIPTION - PE & VOCATIONAL TECHNICIAN

Role: PE and Vocational Technician
Responsible to: Head of PE Faculty
Based at: Lord Grey Academy
Hours: 37 hours per week, 39 weeks per year
Grade: Grade D to E, Points 3 to 5

Job Context

Working from the PE Faculty, and when required, with the Vocational subjects to assist the departments in its day-to-day running in order to raise standards in teaching, learning and attainment maintaining a high quality service to the PE Faculty and Vocational subjects, and wider school community.

Key Responsibilities

- To prepare equipment and materials for classroom use and across the school to support students paying particular attention to their safe use and handling.
- To undertake PE and Vocational subjects related administration activities as directed.
- To provide support to lessons, examinations and events across the school, to include the creation of media (e.g. posters) to promote the faculty and the school, for example with team sports.
- Maintenance of the PE and Vocational subjects apparatus, equipment, resources and materials
- Other duties.

Job Description

Responsibility area 1 – To prepare equipment and materials for classroom use and across the school paying particular attention to their safe use and handling:

- To set up specialist apparatus and equipment
- To prepare equipment and materials for lesson use, paying particular attention to their safe use and handling
- To be responsible for the timely ordering and replenishment of resources
- To take part in the Risk Assessments for Health and Safety in the lesson areas ensuring that all equipment and demonstrations follow the guidelines for Health and Safety
- To maintain the cleanliness and serviceability of PE equipment and apparatus across the school by reporting faults, carrying out repairs where possible and advising on equipment needs.
- To maintain the tidy storage of materials and equipment.
- Wash and launder school kit.
- To conduct regular risk assessment walks to identify, report, and where possible, rectify any identified hazards in the faculty teaching areas.

Responsibility area 2 – To undertake PE Faculty and Vocational subjects related administration activities as directed.

- To be the first point of contact for fixture administration in the faculty overseen by the appropriate member of PE or Vocational subjects Staff.
- Production of display work and maintenance of display areas keeping them up-to-date and to a high standard of presentation.
- Routine clerical tasks including filing and general housekeeping.
- Input of assessment data, as directed by the Head of Faculty or Head of Department.
- Production of teaching materials, as directed by the Head of Faculty or Head of Department.



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- Creation and maintenance of learning resources including using the school's ICT learning platform, with appropriate training and direction from the Head of Faculty.
- To work with school staff to order and stock the curriculum needs for the PE Faculty and Vocational subjects and to assist in stock control as required.
- Support the Health and Social Care, Child Development, Sports Leadership and Public Services and Vocational Business curriculum in terms of administration and organisation.
- To help with the organisation and tracking of fixtures.

Responsibility area 3 – To provide support to lessons, examinations and events across the school, to include the creation of media (e.g. posters) to promote the faculty and the school, for example with team sports.

- To set up specialist apparatus and equipment
- To prepare equipment and materials for lesson use, paying particular attention to their safe use and handling
- To be responsible for the timely ordering and replenishment of resources
- To attend fixtures with members of PE Faculty and Vocational subjects Staff when required.
- To assist teaching staff in demonstrations and practical work with students.
- To assist in changing rooms as appropriate.
- To assist with lessons or coaching tasks as appropriate.
- To be a Co-Tutor.

Responsibility area 4 – Maintenance of the PE Faculty and Vocational subjects equipment, apparatus and materials

- To maintain the cleanliness and serviceability of equipment and apparatus
- To maintain the tidy storage of materials, apparatus and equipment
- To maintain the cleanliness and tidiness of the technician's areas and to assist in maintaining overall tidiness in the store cupboards
- Working with the Head of Department to organise to undertake and document regular checks of the equipment and apparatus
- Working with the Head of Department to organise servicing, maintenance and remedial work required on the equipment and apparatus, supported by Premises Administrator as required, including liaising with external companies.
- Working with the Head of Department to organise to maintain Health & Safety records of all checks, maintenance and training of the equipment and staff within the PE department
- Working with the Head of Department to organise to work with Premises, School Business Manager and Health & Safety Consultant for the constant improvement of Health & Safety
- To take part in the Risk Assessment for Health and Safety in the general areas of field/astro/classroom/workshop ensuring that all equipment and demonstrations follow the guidelines for Health and Safety.
- Technical and equipment support and resource management.

Responsibility area 5 - Other duties.

- To be an Emergency First Aider
- To oversee the security of the teaching block when teaching staff are unavailable
- To give technical support across campus when required
- To drive the school minibus (with appropriate CSV licence) as required by the needs of the PE Faculty and Vocational subjects, if possible.
- To help with technician based work or whole school faculty Teaching Assistant based work in any area of the school if circumstances demand.
- To observe all school policies, procedures and working practices.
- To strive towards continuous improvement and to foster an enterprising culture.



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- To undertake any other duties which are reasonable within the scope and grade of the post.
- To ensure the effective implementation of the school's Equalities Policy and Safeguarding and Child Protection Policy.
- To contribute towards the delivery of high-quality education for all students.
- To comply with any other reasonable requests from the Principal when there are exceptional circumstances.
- To undertake such duties as may from time to time be reasonably assigned by the Principal.

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.

Signed: _____

Date: _____



PERSON SPECIFICATION

EXPERIENCE / KNOWLEDGE	Essential	Desirable	How evidenced
Experience of working in a school environment		✓	A R
Familiarity with school based sport resources		✓	A
Ability to fix simple sport equipment	✓		A
Ability to keep sport equipment clean, tidy and in good order	✓		A
Awareness of Health and Safety issues relating to equipment and materials	✓		A
TECHNICAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Ability to communicate effectively, both orally and in writing	✓		A
Accuracy and attention to detail	✓		A
Accurate record keeping	✓		A
First Aid Certificate or willingness to train	✓		A I
Organisational skills	✓		A
Full UK driving licence and willingness to undertake minibus test		✓	A I
PERSONAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Commitment to professional standards	✓		A
Commitment to quality and continuous improvement	✓		A
Ability to work under pressure	✓		A
Ability to prioritise and meet deadlines	✓		A
Team orientated and confident	✓		A
EDUCATION / QUALIFICATIONS	Essential	Desirable	How evidenced
Excellent numeracy/literacy skills – equivalent to GCSE C grade in English and Mathematics		✓	A
Evidence of relevant further education/training		✓	A
Coaching qualifications		✓	A
Willingness to undertake further work related training	✓		A I



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OTHER REQUIREMENTS	Essential	Desirable	How evidenced
Flexibility to help with fixtures and special events	✓		A I
Willingness to attend Open Evenings and other evening meetings as required to meet the school's needs	✓		A I
Commitment to uphold the school's Equal Opportunities Policy and Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference



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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.