



West Hatch High School

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

PE Technician

37 hours per week Monday to Thursday 8.30am to 4.30pm and Friday 8am to 4pm

39 weeks per year (Term time plus 1-week CPD)

Scale 3, points 5 - 6 - £25,583 - £25,989 + £1045 Fringe - FTE

Actual Salary £22,828 - £23,176

Required ASAP

We are seeking a dedicated and enthusiastic PE Technician to join our Physical Education department. This is a fantastic opportunity for someone who is passionate about sport, fitness, and supporting young people in their learning journey.

As a PE Technician, you will play a vital role in ensuring the smooth running of the department by providing practical and administrative support to staff and students. The successful candidate is also expected to assist with lunch time and after school sports clubs.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- Banked cover/TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff,
- We offer a significant number of paid development opportunities within departments and also across the school.

For more detailed information, please see the additional information pack.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information, please contact recruitment@westhatch.net

Closing date: Monday 24th November 2025 at 9am

Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.



West Hatch High School

JOB DESCRIPTION: PE Technician

Responsible to: Headteacher

Line Manager: Head of PE

Band: Scale 3, Points 5 - 6

Purpose of Job: To support the Physical Education (PE) department in delivering high-quality physical education and extracurricular sport by providing technical, administrative, and practical assistance. The role includes preparing equipment, supporting lessons, managing resources, and contributing to the smooth running of PE-related activities.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS checks and positive references.

Key Responsibilities:

Practical & Technical Support

- Prepare, set up, and clear away equipment for PE lessons, clubs, and fixtures.
- Maintain sports facilities and ensure equipment is safe, clean, and fit for use.
- Assist PE staff during lessons, including supervising small groups and supporting practical activities.
- Organise and maintain storage areas for sports equipment.

Administrative Duties

- Support with fixture organisation, transport bookings, and consent forms.
- Help with communication to parents and external agencies.
- Assist in producing display materials and updating notice boards.
- Maintain accurate records of equipment, fixtures, and participation.

Extra-Curricular & Event Support

- Assist with after-school clubs, sports events, and enrichment activities.
- Accompany school teams to fixtures and tournaments, occasionally outside normal hours.
- Help organise special events such as sports days, presentation evenings, and open evenings.

Health & Safety

- Ensure compliance with school health and safety policies.
- Conduct risk assessments and equipment checks.
- Be aware of safeguarding responsibilities and report concerns appropriately.
- Act as a school first aider (training provided if necessary).

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection,
- Report all concerns to an appropriate person
- Be aware of and support all pupils in having equal access to opportunities to learn and develop
- Participate in training and other learning activities as require
- Attend relevant school meetings as require
- Respect confidentiality at all time
- Perform other tasks if required by the Headteacher
- The above is not necessarily an exhaustive list of the duties to be undertaken and can be amended with negotiation. This is particularly true of new and evolving roles.

November 2025

General heading	Examples	Essential	Desirable
Qualifications	GCSE or equivalent in Maths and English	✓	
	Qualification in sport or physical education or a related area		✓
	Coaching/officiating awards in one or more sports		✓
	First Aid qualification (or willingness to undertake training)	✓	
	Hold a full driving licence		✓
Experience	Able to work independently and as part of a team	✓	
	Experience of handling and maintaining equipment	✓	
	Experience working in a school, leisure or sports setting	✓	
	Experience supporting young people in physical activity		✓
	Experience in organising or supporting sports events or fixtures		✓
	IT skills for departmental administration	✓	
Knowledge and Competencies	Excellent communication and interpersonal skills	✓	
	Reliable, responsible and well organised	✓	
	Ability to remain calm when under pressure and manage multiple priorities	✓	
	Be calm, capable and confident in an emergency situation		✓
	Adaptable and able to cope with changes to routine at short notice		✓
	An understanding of health and safety in a sport environment	✓	
Personal Attributes	A commitment to high standards and expectations personally and for colleagues and students	✓	
	Willing to help support teaching staff and students	✓	
	Work with flexibility and in accordance with the Schools values and behaviours	✓	
	Sound judgement and decision maker – confident in using own initiative	✓	
	Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the School	✓	
	A commitment to safeguarding and promoting welfare of children and young people	✓	
	A commitment to equality, diversity and inclusion	✓	
	A commitment to continuing personal development and training	✓	
General	Basic understanding of Health & Safety	✓	
	Understand and implement Child Protection procedures, as required	✓	
	Understand and comply with procedures and legislation relating to confidentiality	✓	
	Demonstrate a clear commitment to develop and learn in the role	✓	