
PE TECHNICIAN

Contract Type:

Permanent

Term Time Only / 37 Hours Per Week

Required for:

September 2025

Closing date for applications:

Friday 13th June 2025, 10am

WALLINGFORD SCHOOL

This is an outstanding opportunity to join one of Oxfordshire's most successful schools.

Wallingford Schools Academy Trust is a successful, oversubscribed, 7 form entry, mixed comprehensive Academy of 1300 students aged 11-18, who come from Wallingford and its surrounding villages. We have an excellent reputation, enjoying strong support from parents and students, and a good and growing working relationship with the local community. Each subject has its own area with associated storage and administration rooms. Our on-going investment in ICT will see all classrooms equipped with interactive whiteboards and broadband.

Wallingford is a very pleasant place to work indeed. Relationships here are warm and supportive. Our students are polite, sensible and good fun to be around. We face very few challenges that involve rude or aggressive conduct. The atmosphere throughout the school is purposeful and pleasant. During lessons students behave in a courteous and civilised fashion and are also well behaved in their free time.

In normal circumstances, staff here choose to spend time with each other outside school, and there are social and sporting events throughout the year. We have a welcoming staffroom, and the various teams are sociable too. The governors are very supportive and involved; they will take an interest in this appointment. Our community has a high regard for the school, largely as a result of the reputation we now have for good behaviour. We are over-subscribed and proud of our reputation with and beyond our community. This demonstrates the nature of the area and the direction we are going in.

INTRODUCTION

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher who, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

GENERAL RESPONSIBILITIES

Sending every young person into the world able and qualified

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

SELECTION CRITERIA

Essential:

The successful candidate will:

- Have or obtain an Enhanced DBS Certificate.
- Be educated to a good academic level and have a high level of numeracy and literacy
- Be trustworthy and of good character
- Have the ability to manage complex tasks including planning and have self motivation.
- Work to agreed deadlines with minimal supervision
- Have high level of interpersonal, communication and presentation skills
- Be willing to work flexibly at times – according to the needs of the department
- Have the ability to empathise with young people and build a positive relationship
- Be discreet
- Have the ability to communicate effectively with staff, parents and students

Desirable:

The successful candidate will have the:

- Experience of working with young people
- A basic competency in IT skills
- An interest or experience in the PE Department
- Sports awards ngb

THE ROLE

The prime task of the technician is the preparation of teaching materials for lessons/clubs and practices. The precise details of the post can be negotiated with the successful candidate and it is expected that training will be available where necessary. The following provides a summary of the tasks we envisage:

- Ensuring teaching materials are available and organised if necessary
- Preparation and general maintenance of teaching areas
- Organisation, checking and maintenance of storage areas and equipment
- Responsibility for receiving and organising of ordered stock and alerting the Curriculum Team Leader when materials are running out
- Administrative and general support including photocopying, helping with displays, filing resources and documentation, phone calls for fixtures.
- The preparation/maintenance/laundrying of team kits

Sending every young person into the world able and qualified

- Preparation of materials for large events i.e. tournaments, house matches, Sports Day, Festival including occasional work outside normal school hours
- If applicable assistance with coaching – training opportunities would be made available
- Driving permit for School minibuses to assist with transportation could be useful and therefore a driving licence is desirable.
- Booking System for minibuses
- Facilities and grounds maintenance, including the AstroTurf, sports hall and fields
- Assisting and covering of PE lessons
- Leading extracurricular clubs and attending fixtures

Personal Qualities

Ideally the person appointed will have some experience of or a strong interest in Sport. We are looking for a practical, well-organised person who can show initiative. The day to day work will be varied, ranging from the routine to the more challenging. Experience of using ICT is essential. We hope the successful candidate will enjoy becoming a valued member of the PE team and of the school staff as a whole.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Accompany pupil on visits, trips and out of school activities as required

THE SALARY

Grade 4 (£12.65 to £12.85 per hour)

Actual Annual Salary £20,462 to £20,785 depending on experience.

THE HOURS

The post is advertised as up to 37 hours and is for term time only. There may be opportunities for further work during school holidays. There is a degree of flexibility in the hours between 8am and 5pm, with lessons taking place between 8.55am - 3.15pm

THE ATTRIBUTES OF THE IDEAL CANDIDATE

When making appointments of this nature we look for people who have themselves the sound educational background that enables them to be able to help students. They also need to feel comfortable working and co-operating with varying numbers of adults. A supportive, caring approach to the student is important, as well as the need to help develop independent learning. A willingness to be

Sending every young person into the world able and qualified

flexible when working across different areas of the curriculum is a requirement. Sensitivity and discretion are important attributes.

GENERAL POINTS

- You will be able to contribute to the Local Government Superannuation Scheme.
- The Merchant Taylors' Oxfordshire Academy Trust is an equal opportunities employer.
- Applicants should be aware that we operate a non-smoking policy on site.

The Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to child protection vetting process along with all other relevant employment checks.

Pension Details

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions

The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> . <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

Closing date for receipt of completed application forms is Friday 13th June 2025 at 10am

We look forward to receiving your application.

Sending every young person into the world able and qualified

The Merchant Taylors' Oxfordshire Academy Trust Ltd. is an exempt charity and a company limited by guarantee Registered in England & Wales. Company No. 7727786
Registered Office: Wallingford School, St George's Road, Wallingford, Oxon, OX10 8HH, UK VAT Registration 130 8553 29