

PE Technician and Administrative Support – core duties:

- Maintain and organise of team kit, making sure it is cleaned and available when required
- Maintain stock books, recording new stock and removing old/unsafe items of stock/equipment
- Maintain and (if possible) repair equipment ready for service
- Maintain and update first aid bags in readiness for 'grab and go' at fixtures
- Organise and administer borrowed kit, ensuring it is returned, washed and ready for service
- Deal with lost property
- Set up and organise seasonal change overs of equipment, managing stores as per the games programme
- Clean fitness equipment in the fitness suite
- Organise hospitality for Awards Evening and Sports Days
- Support teachers with data entry in accordance with the school's assessment and reporting schedule
- Administer 'stock letters' in-line with departmental procedures
- Help out with extra-curricular provision wherever possible