



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

INFORMATION PACK FOR APPLICANTS

**Sports Technician
Hours**

**Location: Watford
37 hours per week
Term Time only plus five additional days**

Closing Date: noon 9th April 2021

Interview Date: 16th April 2021

Thank you for requesting details of the above post. The following documents are available on our website.

Application form
Applicant Pack
Child Protection Policy
Safer Recruitment Policy
Equalities Monitoring form

You are welcome to send a copy of your cv however it must be accompanied by a fully completed and signed application form. A cv alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged.

Applicants who are not called for interview will not be informed that they have been unsuccessful. If you have not heard within 2 working days of the closing date you may presume that you have not been shortlisted.

Applicants invited for interview will be required to bring with them original copies of relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

If you are selected for interview, you will also be invited to make a visit to the school to view the facilities and ask general questions. This will normally take place on the same day as the interview, however if you have queries regarding details of the role prior to your application you may contact me on the email below.

Please note that due to the current Covid 19 crisis interviews may be via Microsoft Teams and documents may need to be submitted via email.

Contact details for Return of Completed Application forms and other enquiries:

Susan Granville
Executive Assistant to Headmistress/HR Manager
Pa2head@watfordgirls.herts.sch.uk
01923 223403 extension 202



Watford Grammar School for Girls

Person Specification

Position: Sports Technician.

Department: Physical Education.

	Requirement	If ticked this is essential	How this will be assessed
Qualifications	A passion for sporting achievement and the participation of all ages and abilities; a good honours degree in Physical Education or related subject area.	<i>Essential</i>	<i>Application form.</i>
Specific Training Requirements	Training will be given in a range of areas. We can offer you a wide ranging experience and the opportunity to make a significant contribution to the future of the department.		
Experience	Proven organisational and administrative skills.	<i>Essential</i>	<i>Application form. Interview</i>
Knowledge	IT skills and experience.	<i>Essential</i>	<i>Application form. Interview</i>
Skills and Competencies	Excellent organisational and administrative skills. Ability to work as part of a team.	<i>Essential</i>	<i>Application form. Interview</i>
Communication skills	Articulate and accurate communication.	<i>Essential</i>	<i>Application form. Interview</i>
Personal Attributes	A commitment to raising achievement and providing challenge.. Ability to work as part of a team. Willingness to take a full part in extended-curricular activities, including day trips. In sympathy with the aims of the school. Enthusiasm, energy, initiative and a sense of humour.	<i>Essential</i> <i>Essential</i> <i>Essential</i> <i>Essential</i> <i>Essential</i>	<i>Application form. Interview.</i>
Other			

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will, as appropriate to the role:

- (i) Focus on the requirements to carry out the duties of the job, as described
- (ii) Explore issues relating to the safeguarding and promoting the welfare of children, including:
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Emotional resilience in working with challenging behaviours
 - Attitudes to use of authority and maintaining discipline.
- (iii) Be used to explore any relevant issues arising from references received.

Job Description

Job Title :	Sports Technician – Physical Education
Main Job Purpose :	To organise the provision of practical support for the PE curriculum area for staff and students at all key stages in the school. To assist the head of department in securing an environment in which students can safely pursue investigative practical work. To assist with the running of sports clubs and sports fixtures

This will be a one year post suitable for a graduate who possesses high-level skills in two or more of major sports and who wishes to work with the PE department at Watford Grammar School for Girls in order to share these skills with school-aged pupils. You may well be considering teaching as a career but not, as yet, be certain whether this is your chosen career path. There may be the opportunity for the successful applicant to be involved in supporting the teaching of examination PE.

Main Duties :

1. Prepare materials, equipment and teaching aids for class use, at the direction of the head of department. To tidy up and clean materials and equipment, so as to ensure a safe and hygienic working environment at all times.
2. Support teachers and students during practical work, to include setting up demonstrations and activities, providing advice to students in the development of their tasks, including the safe operation and demonstration of equipment.
3. Run a range of sports clubs at lunchtimes and afterschool as required by the PE department.
4. Run fixtures afterschool and at weekends as required by the PE Department.
5. Oversee the work of small groups of students engaged in practical tasks, as requested by the head of department and under the supervision of the class teacher.
6. Assist with events, exhibitions, demonstrations and displays as requested.
7. Monitor and achieve the efficient organisation of the work and storage areas and ensure the cleanliness, safety and security of these areas at all times.
8. Advise members of staff and students on particular hazards and requirements in the use of equipment/materials Keep abreast of current safety guidelines and legislation.
9. Issue and receive back materials and equipment. Check for missing and damaged equipment against inventories and inform the relevant teacher. Operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. Assist in ordering stock and checking deliveries of stock when receive.

10. Check and test equipment routinely to ensure its good safe working order and undertake maintenance, repairs and servicing where needed and within the limits of the jobholder's skills and training. Recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department.

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff but is required to assist with work familiarisation for new recruits and trainees.

Creativity and Innovation (i.e. Problem Solving)

The jobholder resolves routine problems encountered, e.g. in delivering appropriate demonstrations, exhibitions, displays and activities to assist the teacher's lesson and deliver the curriculum; identifying the best types of activities in relation to the teacher's lesson plans. The jobholder may encounter unusual or unexpected results during practical work which will require him/her to use his/her initiative to assist the student's learning from the experiment / practical work during the lesson.

Working Environment

The work entails some manual handling, crouching and stretching. The work is undertaken in the gym, hall, fitness centre, outside courts, sports field etc.

The jobholder may use equipment with some inherent risk.

The jobholder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

Knowledge and Skills

The jobholder requires the ability to undertake a range of involved tasks relating to technical support. A good standard of practical control and organisation of the work processes is also required.