

**Technician (Sports/Public Services)**

**Job Description**

## Main Purpose of Job

To support the School of Sport and Uniformed Services in providing a high quality curriculum and excellent enrichment opportunities for all students.

**Main Duties and Responsibilities**

1. To deliver enrichment activities to promote sports participation
2. To instruct students and staff in correct and safe practice when participating in sport and health related activities.
3. To set up/take down technical equipment in accordance with manufacturers guidelines
4. To organise departmental trips
5. Organise and co-ordinate sport fixtures including mini bus transport/officials & kit management.
6. To participate in cross college and external promotion opportunities including open evenings and foyer events
7. To raise the profile of the School of Sport and Uniformed Services by attending Association of College meetings, tournaments/championships and working with external agencies
8. To ensure the facilities and stores used for enrichment and the Centre of Sporting Excellence are kept clean, tidy and safe
9. To maintain records of engagement and participation in activities
10. To undertake the duties of a first aider as appropriate.
11. To assist with the delivery of curriculum sessions with and ensure the safety of users and participants in all areas of the sport, activity hall and fitness suite.
12. To undertake general administrative duties, ordering of supplies and stock control, as required
13. To follow security policies of the building, including opening and locking up, as appropriate.
14. To undertake health and safety checks of all equipment and report to project lead.
15. To tackle post 16-drop sport drop out through the pastoral system, foyer events and enrichment fairs.
16. To undertake any other duties within the overall purpose and scope of the job, as may be required from time to time by your line manager.

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested
* To undertake continuous professional development

**Additional Duties**

* To meet the individual needs of all customers
* To positively promote the college at events as required
* To promote and safeguard the welfare of young people and adults at the college
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post
* To work as required which may include unsociable hours and weekends.



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**Person Specification**

**Qualifications**

* Level 3 qualification in Sport
* Level 2 in Literacy and Numeracy
* National Governing Body Coaching Awards/Sports Leadership qualification
* Recognised First Aid qualification
* Evidence of continuing professional development

**Knowledge/Experience**

* Excellent communicator at all levels
* Ability to develop good relationships with students and staff
* Excellent organisational skills
* Excellent customer care skills
* Competence with IT
* Experience of working with young people

**Skills/Attributes**

* Confident and enthusiastic
* Tact and ability to solve problems
* A ‘ can do’ approach is desirable
* Ability to manage and resolve a range of situations in the best interests of the students
* Ability to contribute to the whole college experience
* Strong inter-personal skills
* Customer focused
* Reliable
* Effective communicator
* Flexible approach
* Competent user of the full range of Microsoft Office Applications
* Logical approach to problem solving
* Trustworthiness

**Additional Requirements**

* Willingness to work flexible hours – participation may be required outside normal working hour such as evenings, weekends and holidays

**Post Information**

* Reports to Head of School, Sport and Uniformed Services
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.