



MAIDSTONE
GRAMMAR SCHOOL

FOUNDED 1549

PE Technician

Candidate Information Pack



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Dear Prospective Candidates

At Maidstone Grammar School, we believe in providing a supportive and inclusive environment that prepares young people for the future. Our school is not just an academic institution, but a way of life that combines a strong focus on academic success with opportunities to develop leadership skills and give service to our community.

Our vision, ethos, and values can be broken down into two main pillars: Inspire to Learn and Inspire to Belong. We strive to inspire our students to love learning, to be curious, and to ask challenging questions. We want them to be independent, know how to respond to feedback, and see the connections across different subjects. Alongside this, we also inspire our students to belong to their school – ensuring they feel safe and supported, having respect for one another, and having a sense of identity. We help students to develop strong moral values such as patience, humility, courage, ambition, drive, and enthusiasm.

As part of this vision and ethos, we also place great emphasis on valuing and preserving our history and traditions. Our school motto, "Olim Meminisse Juvabit" ("A joy it will be one day, perhaps, to remember even this"), taken from Virgil's Aeneid, encapsulates the values and ideals of Maidstonians and reminds us of the generations that have come before us. We believe that our unique vision, ethos, and values are what sets MGS apart and is what makes our school an excellent choice for prospective candidates.

Our approach to education is built on the idea that forming strong and lasting relationships is the basis of a successful and fulfilling school life. Our staff and I strive to provide students with a nurturing and inclusive environment that addresses the individual needs of each student and helps them to develop self-respect, self-discipline, and self-understanding. We want students to have fond memories of their time at MGS and leave as confident, self-assured, mature, responsible, and capable young adults with a strong work ethic.

If you share our passion for fostering a close-knit and supportive learning community where academic and personal growth is prioritised, then we would be thrilled to have you apply to join our team at Maidstone Grammar School.

Yours sincerely

Mr M Tomkins BSc NPQH
Headmaster, Maidstone Grammar School

ADVERT

Required for September 2024

PE Technician

(This post would suit a Gap Year student)

37 hours a week, 39 weeks per year

Kent Scheme 4 - £23,338 - £23,921 (£20,251 - £20,757 pro rata)

We are seeking to appoint a PE Technician to support the workings of our highly successful and growing PE department - full details available in the job description.

MGS offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

Please contact the Headmaster's PA, Mrs DA Friend, by phone or e-mail (dfriend@mgs.kent.sch.uk) for an Information Pack or download one from the MGS website www.kent.sch.uk.

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Wednesday 17 July 2024. **Please complete the application form via this link <https://forms.office.com/e/FXaW4DU6Xy>.** Applications will be considered as they are received and suitable candidates may be interviewed before the closing date. Maidstone Grammar School reserves the right to withdraw the position if an early appointment is made. Application by email is acceptable. CVs are not accepted, please complete the application form in full.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with former employers and the DBS. Maidstone Grammar School is an Equal Opportunities Employer

Job Title: PE Technician
37 hours a week, 39 weeks per year
Kent Scheme 4 - £23,338 - £23,921 (£20,251 - £20,757 pro rata)

Reporting to: Head of PE

Core purpose of the Job

To provide the PE department with administrative & technical support. The purpose of this post is to assist the department in providing high quality teaching and learning in PE.

Administrative responsibilities:

- Support with letters/emails to parents, other schools and outside agencies.
- Undertake photocopying/laminating for the department.
- Ensure displays in the pavilion are up to date and create a positive working environment.
- Maintain the Sports Honours (Colours) List.
- Answer telephone and take messages.
- Arrange/confirm fixtures and produce Department Calendar.
- Book transportation e.g. school minibuses and coaches for fixtures, when applicable.
- Send items for the website to website administrator/ VLE coordinator.
- Help with organisation of special events e.g. Celebration of Achievement/sports day/Open Evenings.
- Participate in departmental meetings (take notes, contribute ideas etc).
- Liaise with grounds maintenance for PE requirements.
- Liaise with external coaches who run after school clubs.
- Organise team photographs when applicable.
- Collate articles and put together a newsletter each term.
- Prepare kit/equipment/working spaces prior to all Games lessons to ensure a prompt start.

Technical Support:

- Assist teachers in PE/Games lessons.
- Contribute to the PE department's extra-curricular programme by coaching, leading teams, helping to host fixtures - this includes weekend working.
- Take photographs as required.
- Deal with questions/problems from students.
- Lost property- organise and work with Reception to ensure kit is returned to its owner.
- Organise the washing of school owned PE kit via the launderette.
- Ensure First Aid kits are fully stocked and ordered through First Aider (School Office) when stock is low.
- Undertake departmental stocktaking.

Other responsibilities:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities - in particular, reporting to the Director of Rugby.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance appraisal process.
- Adhere to policies and procedures as set out in the Staff Handbook, PE & Games Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose, required from time to time.

We reserve the right to vary this job description to match the strengths and experience of the appointee.



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