



Saint Andrew's International High School

PE TECHNICIAN & SPORTS MANAGER

JOB DESCRIPTION

Job Title: Physical Education Technician & Sports Manager

Responsible To: Head of Physical Education

Job Overview:

The Physical Education Technician and Sports Manager is responsible for the oversight of PE grounds and facilities, the organisation and development of sporting programmes, and supporting the delivery of the PE curriculum across all age groups.

The main aims are to ensure health and safety standards are met, high-quality facilities are prepared and maintained, and effective sporting pathways and opportunities are provided for all students to reach their full potential.

SAIntS is committed to safeguarding and promoting student welfare - full background checks will be conducted.

SAIntS proudly champions diversity, equity, inclusion, justice, and belonging in all we do.

Roles & Responsibilities:

Responsibilities include but are not limited to the following:

Grounds

- Manage the Grounds team to create an effective and efficient working environment, directing duties daily, weekly, and for major events in agreement with requirements from the Head of Department (HOD).
- Conduct regular audits of all facilities and equipment to ensure safe working practices; report maintenance needs promptly and maintain accurate records with the HOD.
- Oversee maintenance and upkeep of sports pitches and facilities to ensure safe, high-quality environments, including proper storage of equipment.
- Liaise daily with the HOD and attend fortnightly line management meetings, departmental meetings, and required training.
- Ensure security, maintenance, and monitoring of all PE areas.

Sports Management

- Build and maintain networks with external organisations for sports fixtures and events, keeping an up-to-date database of contacts.
- Plan, organise, and lead fixtures and tournaments across different sports in line with the fixture schedule and HOD direction.
- Ensure visiting teams and guests are briefed on behaviour codes and safeguarding procedures; oversee visitors on site and liaise with school security and reception.
- Lead the organisation and logistics for major PE events such as Sports Day, Swimming Galas, Quad School events, and other departmental activities.



- Manage payments for officials and transport expenses for trips.
- Maintain a valid First Aid certification and ensure all first aid equipment is well stocked and maintained.

Curriculum and Co-Curricular

- Undertake a teaching load in games activities and provide lesson cover when required.
- Oversee external coaches involved in the co-curricular programme.
- Maintain up-to-date and engaging displays within the PE department.
- Contribute to the development of teaching and learning resources, digital strategy, and curriculum development within the department.
- Perform any other duties as assigned by the HOD.

Other Duties

- Use technology to maintain accurate student records and track progress.
- Support the promotion of PE through creative planning, organisation, and development of school publications highlighting sports, events, and examination courses.

Qualifications and Experience

Educational Qualifications

- Diploma or Bachelor's degree in:
 - Physical Education
 - Sports Science
 - Sports Management or related field
- Relevant coaching or fitness certifications are an added advantage.

Professional Experience

- Experience in:
 - Coaching or training sports teams
 - Organising sports events and competitions
 - Managing school or club sports programmes
- Experience working in a school environment is desirable.

Skills and Competencies

- Strong knowledge of sports rules, training techniques, and fitness development
- Excellent organisational and planning skills
- Leadership and team management ability
- Good communication and interpersonal skills
- Ability to manage multiple tasks and work under pressure
- Basic First Aid and injury management knowledge

Technical Competencies (Technician Role)

- Ability to maintain and manage sports equipment and facilities
- Knowledge of safety standards in sporting environments
- Capability to prepare and manage sports grounds and activity areas

Additional Requirements

- Valid First Aid certification (or willingness to obtain)
- Awareness of safeguarding and child protection practices
- Willingness to work flexible hours, including early mornings, evenings, and weekends during events

Personal Attributes

- Energetic and physically fit
- Passionate about sports and student development
- Reliable, disciplined, and proactive
- A positive role model for students

