



MAIDSTONE
GRAMMAR SCHOOL

FOUNDED 1549

Appointment of PE Technician



Letter from the Head

Dear Candidate,

Thank you for your interest in Maidstone Grammar School. I am delighted that you are considering applying for a position in our school and hope that this information booklet will provide you with the information you require.

Maidstone Grammar School has a long and proud history, with roots that can be traced back to the 14th century. While much has changed since our founding in 1549, we continue to strive to provide our students with the best in modern education.

With a long-standing reputation for academic success and outstanding results at GCSE and A Level, we have a consistent record of providing our students with the qualifications and skills required to go on to destinations that meet their interests. Our broad and varied co-curricular and personal development programme, combined with our ethos, values, and commitment to academic rigor, produces well-rounded students.

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.

Maidstone Grammar School is a wonderful place to live and work. In staff surveys, at least 95% of our staff express that they enjoy working here. We are committed to developing our staff and invest heavily in providing access to appropriate and bespoke professional development opportunities and accreditations. We take pride in our low staff turnover rate and are honoured that many of our staff have dedicated numerous years of service to the school.

If this role sounds like a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be pleased to receive your application.

I hope to meet you in due course.

Your sincerely,

Mark Tomkins
Headteacher





An Introduction to Maidstone Grammar School

Maidstone Grammar School has a long and proud history. Since our founding in 1549, much has changed, but we remain grounded in the values enshrined in our original Charter as we strive to provide our students with the best of modern education.

The school has a long-standing reputation for academic success, consistently achieving outstanding results at GCSE and A Level year after year. In Summer 2024, 45% of all subject grades were graded 7-9, with 24% graded 8-9. Additionally, 95% of students achieved five grades between 9 and 4, including English and Mathematics. At A Level, 60% of all grades were A*-B, with 21% at A*-A. Notably, eleven students achieved at least three A grades or better. Moreover, 55% of students gained places at the UK's Top 30 universities, including 42% at Russell Group institutions, while four students secured Oxbridge and medicine places.

However, MGS is more than just exam results. We offer a broad co-curricular and personal development programme. The school takes pride in its Combined Cadet Force (CCF), one of the oldest in the country, founded in 1906, with Army, Navy, and RAF sections. The school also has a national and local reputation of excellence in Sport and the school caters for the performance athlete and the enthusiastic participant.

The performing and visual arts also have a high profile at MGS. Music is integral to school life, encouraging all students, whether experienced performers or complete novices, to explore their musical talents. Drama encourages students to see themselves as budding actors and performers, with opportunities to audition for productions, participate in clubs, or showcase their talents. Art at the school emphasises diversity, focusing on individual student interests and abilities without adhering to a single house style.

Together, these elements, combined with our ethos, values, and belief in academic rigor, develop well-rounded students and uphold the school's legacy over 475 years.

To find out more about Maidstone Grammar School, please visit our website: www.mgs.kent.sch.uk

Or, find us on social media:

Linkedin: [maidstone-grammar-school](https://www.linkedin.com/company/maidstone-grammar-school)

X: [@MGS1549](https://twitter.com/MGS1549)

Facebook: [MGS1549](https://www.facebook.com/MGS1549)

Instagram: [MGS_1549](https://www.instagram.com/MGS_1549)

Job Description

Job Title: PE Technician

Kent Scheme Grade C - £25,252 - £26,262

(pro rata salary £21,912 - £22,789)

37 hours a week/39 weeks per year

Reporting to: Director of Sport/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.
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- 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.
- 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 Mrs Blatchford (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 Governing Body's Regulations, 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.



Application Process

Apply via our online application form: <https://forms.office.com/e/LhXSJzXmVM>

The closing date for applications is Midday Friday 4 July 2025 interviews will be held w/c 14 July 2025.

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headteacher.

The selection process will typically involve:

- A tour of the School.
- An interview with the Line Manager and School Business Manager.
- An activity appropriate to the role.

If circumstances dictate, interviews may be conducted virtually.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Please contact the Headteacher's PA, Mrs L Mantle by e-mail lmantle@mgs.kent.sch.uk if you require further support.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service. Maidstone Grammar School is an Equal Opportunities Employer.



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Founded in 1549 | Headteacher Mr M Tomkins BSc NPQH

