



## **Mayfield Grammar School Gravesend**

### **Appointment of PE Technician**

**Closing date: 1.00 p.m. – 1<sup>st</sup> November 2021**  
**Interview will be held week beginning 8<sup>th</sup> November 2021**



## **Mayfield Grammar School Gravesend**

Pelham Road, Gravesend, Kent DA11 0JE  
Telephone: 01474 352896 Fax: 01474 331195  
Website: [www.mgsg.kent.sch.uk](http://www.mgsg.kent.sch.uk) Email: [enquiries@mgsg.kent.sch.uk](mailto:enquiries@mgsg.kent.sch.uk)

### **PE Technician**

**KR3 - £ 18,039 pro rata (actual salary £8,875)  
Mon & Wed – 8 a.m. to 4 p.m. (1/2 hour unpaid lunch)  
Fri – 8 a.m. – 3 p.m. (1/2 unpaid lunch)**

The PE Technician will provide support for P.E. department and will ensure this department can function effectively.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development.

Further details and an application form are available from the Staff Vacancies section of the school website  
[www.mgsg.kent.sch.uk](http://www.mgsg.kent.sch.uk)

Applications made via Kent Teach and TES will be accepted.  
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher  
must be received by **1.00 p.m. on Monday 1<sup>st</sup> November 2021**  
**Interviews will be held week beginning Monday 8<sup>th</sup> November 2021**

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



## **Mayfield Grammar School, Gravesend**

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. The other has specially designed facilities for Technology, Sports and Drama opened in 1995. There is ICT provision on both sites and a new teaching block will open in September 2021 to house our Learning Resources Centre, Music, Multi-purpose Sports Hall, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs). A House System was introduced in September 2013. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, Librarians, Finance staff, an Assessment Officer, a Cover and Examinations Officer, a Pastoral Support Manager, Cover team and a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1206 students on roll, 266 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN, and from September 2021 will be increasing our PAN to 210.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Adventure Service Challenge (Lower School) and the Duke of Edinburgh Award scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and discos for students run in conjunction with Gravesend Grammar School. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both home and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where relationships are exceptionally good.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at [www.mgsg.kent.sch.uk](http://www.mgsg.kent.sch.uk)

September 2021

## JOB DESCRIPTION

<b>Post Title</b>	<b>PE Technician</b>
<b>Responsible to:</b>	Head of PE
<b>Days:</b>	<b>Mon &amp; Wed – 8 a.m. to 4 p.m. (1/2 hr unpaid lunch) Fri – 8 a.m. – 3 p.m. (1/2 unpaid lunch)</b>
<b>This will initially be a temporary position up until December 31<sup>st</sup> in the first instance.</b>	
<b>Salary:</b>	KR3 - £ 18,039 pro rata (actual salary £9,015.89)
<b>Duties:</b>	The PE Technician will provide support for P.E. department and will ensure this department can function effectively.

<b>Suitability:</b>	The post would suit a versatile, methodical and practical person who is capable of keeping equipment and supplies well maintained and in good working order.  The working year consists of the 38 weeks of school term, and five Development Days, plus paid holiday entitlement that would, therefore, be within the 'school holiday' periods.
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### **Responsibilities:**

Enter assessment data provided by teaching staff onto SIMS, behaviour and attendance to clubs on Edulink as directed

#### **PE Department**

- wash, dry and mend team kits and bibs
- check and repair equipment ensuring all stock is suitable for use
- typing and admin work
- research and on-line ordering
- assist with team and trip paperwork
- annual stock-take and clean of storage sheds
- support Mayfield Challenge if necessary
- be responsible for updating and maintaining notice boards
- collate results and update newsletter
- liaise with premises team about PE requirements
- booking and driving minibus for fixtures/events

This is not a comprehensive list. Many of the duties will be of an ad-hoc nature and by specific request by the Head of PE. The ideal candidate will need to use their initiative in order to provide all round support to the PE Department.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of Postholder

Date