



**CROWN HILLS**  
COMMUNITY COLLEGE  
*A Specialist Sports College*

# Appointment Information

## PE Technician



Crown Hills Community College  
Gwendolen Road, Leicester LE5 5FT  
Tel: 0116 273 6893  
office@crownhills.leicester.sch.uk  
crownhills.com





Thank you for expressing an interest in this key vacancy at our college.

Over the last six years we have been on a journey to try and make this school not only one of the best schools for children to attend but also one of the best schools to work in as a member of staff. That is extremely rare and we urge you to come and see us in action, speak to the staff and speak to the students. Every decision that we take is done with a lot of thought and consideration and we put well-being at the centre, so that teachers can teach and students can learn.

The following podcast with the Youth Sport Trust gives you a glimpse of our approach at CHCC

<https://www.buzzsprout.com/273805/9656144>

The School now seeks to appoint an exceptional PE Technician to work alongside our PE Faculty. This is an exciting position within the PE faculty with opportunities to support in curriculum lessons and lead extra-curricular activities alongside the technician responsibilities as outlined in the job description. Crown Hills is committed to supporting our pupils to be competent, confident movers, and we have a large PE team of 11 staff. The PE curriculum provides pupils with wide-ranging opportunities to develop a love of movement, including cycling, fencing, fitness activities, and team games. Various CPD opportunities will be available to support the post-holder in their work as a technician and their delivery of sport and physical activity sessions. We are also the lead school for Inspire Together (formerly SSPAN). This is made up of 127 schools across Leicester and the aim is to go beyond school sport, and to have a positive impact on the young people in Leicester, their families and their communities.

The Technician role will suit those who are highly organised and have a sporting background in either playing or coaching. We welcome applicants from a coaching or education background, or those looking for their first role in the sector. Outstanding communication skills and the personal authority to build strong relationships with pupils, staff, and parents is essential, as is a deep commitment to the school's aims and values. This role could suit professionals looking to go into the teaching or coaching profession in the future.

This post is term-time and permanent and as a member of staff at Crown Hills Community College you will receive a number of other benefits. These include a work laptop, continuing professional development, health insurance, no emails at the weekend or after 8pm, administrative support, 24 hours a day/365 days a year phone counselling service, and access to a cycle to work scheme.

As Principal, it has always been my philosophy to grow and nurture new talent so that we create the next generation of leaders, it is something that I have done throughout my career, and this role will support the successful individual on their journey. If you have high aspirations for children from deprived backgrounds and experience of delivering excellence, we would like to hear from you.

We have organised an opportunity to visit for more information about the post on Friday 12th June at 8am. Please contact [rbarnett@crownhills.leicester.sch.uk](mailto:rbarnett@crownhills.leicester.sch.uk) to confirm your attendance. It is highly recommended that you attend a visit to support your application and ensure this role is suitable. After the school visit, if you have any further questions please contact Deborah Butler, Head of PE, at [dbutler@crownhills.leicester.sch.uk](mailto:dbutler@crownhills.leicester.sch.uk)

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 15th June 2026. Please include your cover letter in the supporting statement section.

Interviews likely to be Friday 19th June

I look forward to receiving your applications.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F Adam', with a long horizontal flourish underneath.

Mr F Adam  
(Principal)

\*All appointments will be subject to references and pre-employment checks.

## JOB DESCRIPTION

Job Title: PE Technician L1	11-16	Maintained
College: Crown Hills Community College	Grade: 3 Points 5-6	: £21,784.72 - £22,130.44 (actual)
Reports to: Head of Faculty	Salary	£25,583.00 - £25,989.00 (full time equivalent)
Term: 37 hours per week, term time only plus attendance on 3 Teacher Days		
Additional: Aligned to the LCC Post number: E9046B		

### Main Duties and Tasks

- To provide technical and practical support to staff, students and other users.
- To ensure that the appropriate equipment and resources are ready for lessons and extra curricular.
- Maintains, repairs and assists in purchasing equipment, stationary, other resources and maintains inventory and usage records for equipment.
- Supports staff and pupils in practical lessons by providing demonstrations and working with groups of pupils.
- To provide administrative and organisational support to the teaching staff.
- To maintain equipment in a good and working order.
- Locks and unlocks changing rooms at the beginning and end of lessons and during fire and emergency evacuations.
- Supervises groups of children in changing spaces and practical sports sessions.
- Co-ordinates fixtures, submits results, and arranges transport as necessary for extra curricular activities.
- Promotes sport and physical activity by delivering extra curricular activities to pupils at lunchtimes and after school.
- Organises and reports on maintenance for technical equipment/apparatus and annual safety inspections proposing changes to procedure and usage as necessary.
- Creates and maintains posters, displays and information sheets etc.
- To promote PE and sport within the School/College.
- To follow health and safety guidance at all times and support others in doing the same.
- To implement and promote the School/College's and Leicester City Council's policies and procedures relating to all areas of employment and service delivery.
- Any other tasks to support the PE curriculum or requested from the Head of Faculty.

## PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview / Task

### QUALIFICATIONS & TRAINING

1	A sport related qualification	E	✓	
2	A level of numeracy and literacy sufficient to carry out the duties of the post.	E	✓	

## EXPERIENCE & SKILLS

3	Experience of working within a school environment.	D	✓	
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## EQUAL OPPORTUNITY

4	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.	E		✓
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## OTHER SKILLS

5	Excellent communication skills at all levels	E		✓
6	Able to prioritise tasks and work to deadlines.	E		✓
7	Able to work effectively as an individual and in a team.	E		✓
8	Organisational skills and a problem-solving attitude.	E		✓

## OTHER CONDITIONS

9	Willing and able to work out of school hours, e.g. evenings and weekends.	D	✓	
10	Willing and able deal with people from a variety of backgrounds.	E	✓	
11	Willing and able to undertake further training.	E	✓	
12	Able to recognise the importance of Health & Safety issues relating to equipment, materials and working practices.	E		✓