

Braunton Academy



BRAUNTON ACADEMY
ASPIRE & ACHIEVE

PE Technician

Closing date: 9am Friday 4th September 2026

**NJC Grade C £25,989 to £26,403 FTE per annum
(actual salary pro rata)
(£13.47 to £13.69 per hour)**

20 hours per week x 38 weeks per year

Braunton Academy is rated 'Good' by Ofsted March 2025

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: www.braunton.academy

Email applications: recruitment@braunton.academy

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 819



July 2026

Dear Candidate

PE Technician

Thank you for expressing an interest in the position of PE Technician within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate, and you will be part of both a forward thinking and hugely successful department. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed, and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely

Fay Bowler
Principal



BRAUNTON ACADEMY
ASPIRE & ACHIEVE

Braunton Academy

VACANCY FOR A PE TECHNICIAN **Required from September 2026, as soon as possible**

Payscale: Grade C (£25,989 to £26,403 FTE per annum) actual salary pro rata

20 hours a week x 38 weeks per year

An opportunity has arisen for a PE Technician at this mixed 11-16 semi-rural school on the beautiful North Devon coast.

Braunton Academy is a thriving school, which sits at the heart of its community and is surrounded by beautiful countryside and some of the country's most stunning beaches: A fantastic place for our children to live and learn.

We are seeking a motivated and committed individual, with a proactive, flexible approach to provide technician support within our PE team. It would be an advantage for the successful applicants to have previous experience within a similar environment.

Closing date: 9am on Friday 4th September 2026

An Application Pack and a Braunton Academy Application Form is available from our school website at www.braunton.academy – under the Work With Us section.

If you believe you have the ability, skills and qualifications to fulfil this post, please complete the application form and email it to: recruitment@braunton.academy by the closing date. Please note, if you have not heard from us by Friday 11th September 2026 then you have been unsuccessful on this occasion.

Please note, we do not accept CVs

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks. Please refer to the Child Protection Policy on our Academy website <https://www.braunton.academy/policies>

BRAUNTON ACADEMY JOB DESCRIPTION PE TECHNICIAN

Reporting to:	Head of PE
Payscale:	NJC Grade C Spine Point 6 to 7 (£13.47 to £13.69 per hour)
Hours:	20 hours a week, Monday – Friday (term-time only)
Work Pattern:	4 hours a day (to include 1 hour lunchtime duty) Actual hours of work to be agreed with line manager
Job Purpose:	To provide efficient and effective support to the PE department.

Job Purpose

To provide practical, administrative and technical support to the Physical Education Department, ensuring that equipment, facilities and resources are maintained to a safe and high standard. To assist teaching staff in the preparation and delivery of PE lessons, sporting activities and events, helping to create a positive learning environment for pupils.

Key Responsibilities

Equipment and Resource Management

- Prepare, set up and clear away equipment for PE lessons, extracurricular activities and sporting events.
- Maintain, clean and store PE equipment safely and efficiently.
- Carry out regular checks of sports equipment and report defects or safety concerns.
- Assist with stock control, inventories and ordering of equipment and supplies.
- Ensure storage areas remain organised, clean and compliant with health and safety requirements.

Facilities Support

- Assist in the preparation of sports halls, playing fields and outdoor sports facilities.
- Support the marking and maintenance of pitches, courts and activity areas as required.
- Report maintenance issues relating to PE facilities to the relevant staff member.
- Help ensure PE areas are safe, tidy and ready for use.

Administrative Support

- Maintain records relating to equipment checks, inventories and departmental resources.
- Assist with the administration of school sports fixtures, tournaments and events.
- Support the organisation and distribution of team kits and sports clothing.

- Undertake routine clerical tasks including photocopying, filing and data entry as required.

Support for Learning Activities

- Assist teaching staff by preparing resources and equipment before lessons.
- Provide practical support during PE lessons where directed by teaching staff.
- Support the smooth running of extracurricular clubs, sports days and other departmental activities.
- Promote positive behaviour and ensure pupils follow safe working practices.

Health and Safety

- Follow school policies and procedures regarding health and safety.
- Assist in carrying out routine safety inspections of PE equipment and facilities.
- Ensure accidents, incidents and hazards are reported promptly.
- Support the department in maintaining a safe environment for pupils, staff and visitors.

General Duties

- Attend relevant meetings and training as required.
- Work collaboratively with colleagues across the school.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably required by the Principal.

Safeguarding Statement:

Braunton Academy is committed to safeguarding the welfare of its students and expects all staff to share this commitment.

This document outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

Your role helps to raise student achievement by providing a quality space for students to eat healthily in a relaxed safe environment. Relaxed and well fed students succeed.

Braunton Academy

PE Technician

Person Specification

Evidence source:

AF = Application Form
LO = Lesson Observation
I = Interview
R = Reference

QUALIFICATIONS AND TRAINING	
Essential	Evidence
1. Good general level of education, including GCSE (or equivalent) in English and Maths.	AF
2. Willingness to participate in training / professional development.	
Desirable	
3. A-level Physical Education, BTEC Level 3 Sport / Sport and Exercise Science or equivalent.	AF
4. Completion of a PE / Sports apprenticeship.	
PROFESSIONAL SKILLS AND EXPERIENCE	
Essential	
1. Good literacy, numeracy and communication skills.	AF + I + R
2. Basic understanding of sports and physical education activities.	
3. Good communication and interpersonal skills.	
4. Basic IT skills, including use of email and Microsoft Office applications.	
5. Ability to organise and maintain equipment and resources effectively.	
6. Experience of working in an organised environment.	
7. Experience of following health and safety procedures.	
Desirable	
8. Experience of working in a school, sports club or leisure environment.	AF + I + R
9. First Aid qualification or willingness to undertake training.	
10. Knowledge of sports equipment maintenance and storage.	
ABILITIES	
Essential	
1. Self-motivated and proactive approach.	AF + I + R
2. The commitment to work in a positive, diverse and inclusive school ethos which values each individual and challenges any form of discrimination.	I + R
3. Good organisational skills and the ability to have a flexible and adaptable approach.	I + R
COMMITMENT	
Essential	
1. The promotion of Braunton Academy as a centre of excellence	I
2. Equal opportunities for all in the widest context.	I
3. Inclusion and the right for all to fulfil their potential.	I
4. Willingness to undertake training, as required.	AF + I
PERSONAL ATTRIBUTES	
Essential	
1. Ability to work both under own initiative and also as part of a professional team with the ability to self-evaluate.	I + R
2. Well-developed interpersonal skills.	AF + I + R

3. Strong communication skills.	I + R
4. Be flexible, adaptable and maintain high levels of energy and enthusiasm.	
5. Display commitment to the protection and safeguarding of children and young people.	I + R

BRAUNTON ACADEMY
MISSION STATEMENT ON LEARNING AND LEADERSHIP

LEARNING

Learning enables individuals to change and to grow, becoming independent and confident. The Academy has a commitment to improving the quality of Learning by :

- preparing people for their futures by :
 - encouraging creative thinking and reasoning
 - instilling self-confidence and self-esteem
 - developing Communication, Literacy, Numeracy and IT skills
 - encouraging life-long learning and problem solving
- recognising that individuals learn in different ways by :
 - using a variety of learning and teaching styles
 - changing the learning process according to need
 - providing opportunities for success for all
 - appreciating that learning is interactive
 - being adaptable and flexible
 - enthusing, challenging, stimulating and inspiring
 - nurturing and supporting
 - making learning fun and enjoyable
 - provide opportunities for independent and interdependent learning
 - understanding the learning process
- checking the effectiveness of learning by :
 - being clear about the learner's starting point
 - using a variety of assessment techniques
 - using assessment data constructively
 - seeking learner feedback
 - encouraging self-evaluation
- supporting the learning process by :
 - ensuring a safe, well-resourced environment
 - using the community to enhance learning
 - creating an atmosphere which is conducive to learning
 - having high expectations of all

Learning is for all members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which :
 - respects and values all its members

- is open and accessible
- develops individuals and teams
- challenges and motivates
- listens and responds
- sharing and communicating :
 - a love for **learning**
 - an understanding of how people learn
 - the belief that learning never stops
- actively engaging with the **community** by :
 - encouraging and enabling community involvement by students and staff
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to :**
 - provide the highest quality learning and teaching
 - provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community
- **using structures and systems which :**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.