

**Morecambe Bay Academy**  
**Job Application**  
**PE Technician**



**Morecambe Bay Academy**

## **Welcome from the Headteacher**



Dear Applicant,

I am writing to you on behalf of Morecambe Bay Academy, where I serve as Headteacher. I am thrilled to inform you that we are seeking to appoint an exceptional individual to the position of PE Technician.

As an Ofsted-rated "Good" school, we are on a continuous journey of school improvement, and we believe that the successful applicant for this role will play a crucial part in supporting our efforts. We are seeking a passionate and dedicated individual who shares our vision and values, and who is committed to helping our students reach their full potential.

We look forward to welcoming a candidate who is firmly committed to our ethos of creating a sense of belonging, an optimistic outlook that encourages and enables students to believe in their potential and a firm commitment to securing the very highest levels of achievement.

We believe that every student belongs, believes, and achieves, and we are committed to creating an inclusive and supportive environment where all can thrive.



**Belong | Believe | Achieve**

**The Bay Learning Trust**

**Our Trust**



If you share our passion for education and are ready to join our dedicated team, I encourage you to apply for this exciting opportunity. I look forward to receiving your application and the chance to discuss how you can contribute to the continued success of Morecambe Bay Academy.

Visits to the school are welcomed and encouraged. Please email Mrs Georgina Milce [gmlce@morecambebayacademy.co.uk](mailto:gmlce@morecambebayacademy.co.uk) to arrange to visit and tour the school.

Sincerely

A handwritten signature in black ink, which appears to read "JK Pardoe".

Jen Pardoe  
Headteacher

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**The Bay Learning Trust**

**Our Trust**



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

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**Morecambe Bay Academy**

## **Our Vision and Values**



### **Vision and values**

Morecambe Bay Academy is where every student belongs, believes, and achieves. We are a thriving community school with a rich history of excellence and big heart. We are dedicated to inspiring and transforming the lives of our students.

Through relentlessly high expectations, excellent teaching, unwavering support, and a culture of hard work and independence, we empower our students to dream big, pursue academic and personal excellence, and make a lasting positive impact on the world around them. At Morecambe Bay, our students find joy in their regular accomplishments, build lasting friendships, and develop into kind, resilient, and compassionate individuals who are proud to call this school their own.

### **Belong**

We are kind and compassionate

We are respectful

We are honest and trustworthy

### **Believe**

We seek out new challenges

We are resilient and determined

**Belong | Believe | Achieve**

## Morecambe Bay Academy

### Job Description



<b>JOB DESCRIPTION:</b>	PE Technician
<b>RESPONSIBLE TO:</b>	Head of Department
<b>GRADE:</b>	Grade 4 NPS 4-6
<b>ANNUAL SALARY:</b>	£25,185—£25,989
<b>ACTUAL SALARY:</b>	£4,316—£4,454
	7.5 hours - 8.30-4.30 (30 min unpaid lunch)
	Hours to be worked on 1 day to be agreed at interview
	This post fixed term post until 31 July 2026
<b>Closing Date:</b>	<b>9am Monday 9 February 2026</b>
<b>Interview:</b>	W/C 23 February 2026

#### Job Purpose:

To Support the PE department fulfilling a range of practical, technical and administrative duties.

Supporting teachers and pupils to access practical learning activities is an essential part of the role.

- Prepare a wide range of equipment/tools for use by teachers and students in the Gymnasium/Training Hall and on relevant sports pitches
- Clean and undertake basic maintenance routines on equipment and tools used in all sports areas
- Set out and clear away equipment required by school teaching staff and assist in the production of resource materials and teaching aids such as worksheets, plans and coursework

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## Morecambe Bay Academy

### Job Description



#### Key Accountabilities PE Department

- Provide support to students and teachers during lessons in the use of all PE resources
- Undertake replenishment ordering and storage of equipment, under the direction of teachers
- Organise detailed fixture lists for a variety of sports by liaising with staff within the department and from other schools
- Co-ordinate and arrange transport to external fixtures
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Actively safeguard and promote the welfare of children at all times
- Ensuring First Aid boxes are replenished
- To be a key first aider within the department (Training provided)
- Ensuring school-owned PE kit (rugby / football / athletics) is washed as necessary
- Managing lost property, within the department
- Contributing towards the department and school's co-curricular activities.
- Supporting and contributing to the school's responsibility for safeguarding students. Working within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintaining high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues.

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## Morecambe Bay Academy

### Person Specification



Key Criteria	Essential	Desirable
Qualifications	NVQ Level 3/ A Level or equivalent qualification in an appropriate subject area  GCSE Grade C or above in English and Mathematics or equivalent	Safeguarding training  A qualification in a relevant subject  Sims Training  First Aid trained
Experience	Proven experience of working with young people age 11-16 in a voluntary or other professional capacity  Previous experience in sports, including participation, coaching, mentoring, or supporting sports-related activities.	
Knowledge, Skills and Abilities	A good, up-to-date, working knowledge of IT software  Ability to plan ahead, prioritise tasks and coordinate with the work of others  Must enjoy working with children and young people and be comfortable working in a school environment	
Personal Qualities	Professional appearance and conduct  A committed life-long learner, willing to undertake further training  Well-organised to ensure smooth day-to-day running of the faculty  Will have the ability to work independently as well as part of a successful team  Practical, flexible and friendly with a "can do" approach	

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## Morecambe Bay Academy



Your duties should be discharged in such a manner as to maintain and develop the vision, principles and values of the Trust.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and Trust development. In addition it may be amended at any time after consultation with you.

*The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).*

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