



Apprentice PE Technician

Worthing High School
Recruitment Pack
August 2026





Welcome

Thank you for your interest in joining South Downs Education Trust. As a cross-phase multi-academy trust based in the heart of West Sussex, we are proud to offer a unique blend of pastoral care and high-quality, inclusive education.

We believe every child and young person reaches their full potential - regardless of their starting point. Our core values guide everything we do:

We are excited to welcome passionate and dedicated professionals who share our vision and values. Whether you are at the start of your career or looking for your next challenge, South Downs Education Trust offers a supportive, ambitious, and collaborative environment where you can truly thrive.

We look forward to the possibility of welcoming you to our team.

Warm regards

Pan Panayiotou

Chief Executive Officer South Downs Education Trust





About us

South Downs Education Trust (SDET) is a dynamic and growing Multi-Academy Trust (MAT) committed to delivering exceptional educational outcomes across our schools.

Currently comprising two schools, we have ambitious plans to expand by incorporating at least two additional schools in the near future. We are seeking a skilled and proactive People Manager to drive our people strategy and support our growth.

- **Community** – By working as one, we share expertise and achieve more for our schools.
- **Resilience** – We prioritise the wellbeing of students and staff, fostering a culture of care, balance, and strength.
- **Integrity** – We act with honesty and stay true to our values in all that we do.
- **Respect** – We celebrate individuality and encourage everyone to bring their unique strengths and perspectives.
- **Excellence** – We are committed to delivering the very highest standards in education.





Welcome

Thank you for your interest in joining Worthing High School. As Acting Headteacher, I am proud to lead a vibrant, inclusive and ambitious community where every student is supported to achieve their very best.

At Worthing High School, we believe in high standards, mutual respect and a relentless focus on both academic excellence and personal development. Our dedicated staff team works collaboratively to provide a rich curriculum, a wide range of opportunities beyond the classroom and a culture where wellbeing is valued for both students and colleagues alike.

We are a school rooted in strong values: **Community, Resilience, Integrity, Respect and Excellence** and these principles guide everything we do. We are committed to developing both our students and our staff, offering professional growth, trust and the chance to make a lasting impact.

I hope this pack gives you a clear sense of our vision and ethos. We look forward to welcoming talented, motivated professionals who share our commitment to making Worthing High School the very best it can be for every student.

Warm regards

Alex Simpson

Acting Headteacher

Worthing High School





Job description

Job title	Apprentice PE Technician
Salary	NJC Grade 2-3 point 3-4: £24,796-£25,185 FTE Actual salary at 37 hours per week: £21,363 - £21,698 pro rata
Location	Worthing High School
Contract	Fixed term contract (12 months) Term time only plus Inset days. Full time, 37 hours per week. Monday-Fridays. Requiring flexibility to work some evenings and occasional weekend day for open days.
Accountability	Reports to Marie Field - Head of PE

Role description

The primary role is to provide general support to the staff and pupils within PE, including preparation and maintenance of resources and equipment under the instruction of senior staff. Additionally there will be occasions, when PE/PA staff are absent, that you will cover a lessons. Other duties may include exam invigilation and administrative tasks such as assisting with displays.

Qualifications and Experience

- Prepared to study to Level 4 School Sports Coach Apprenticeship Standard or equivalent
- GCSE in English and Maths (essential)
- Competent level of numeracy and literacy (essential)
- Experience of working in a school (desirable)
- Experience of working with young people (desirable)
- Basic Knowledge/skills in PE (essential)
- Computer literate (essential)
- Strong organisational and administrative skills essential)
- Experience and knowledge of resources used in PE and school sport (desirable)
- Due to guidelines surrounding apprenticeships, we cannot usually accept applications from those with a degree or degree-level qualification.

For an initial discussion or for further information, please contact Elena Elsam, Director of People on eelsam@sdetrust.net



Key Responsibilities

- To prepare PE equipment/resources/materials as required by staff within strict time scales
- To create and maintain a purposeful, orderly and productive working environment for the teacher
- To monitor stock and supplies, cataloguing as required
- To ensure the maintenance of PE equipment, checking for quality and safety, undertaking repairs/modifications within own capabilities and reporting other damages as appropriate
- To support pupils in accessing learning activities as directed by the teacher
- To provide cover for PE/PA staff when absent - ensuring that the pre-prepared lesson objectives are met and that the work set is completed
- To ensure pupils adhere to health and safety regulations and instructions
- To assist with the supervision of pupils out of lesson times, for example: during extracurricular activities and clubs
- To implement structured learning activities/teaching programmes in line with the National Curriculum, under the direction of the teacher
- To demonstrate, and assist others in the safe and effective use of PE equipment/materials
- To provide feedback to pupils in relation to progress and achievement
- To administer routine tests, operate as scribe and invigilate exams and undertake routine marking of pupils' work
- To maintain records as requested
- To provide clerical and administration support to the teacher, such as typing, printing, photocopying and display work. To participate in meetings as required.
- The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with the job and, in addition, as a term of employment the roleholder may be required to undertake various other duties as may reasonably be required.
- The school reserves the right to update the job description, from time to time, to reflect changes in, or to, the job.

What We Offer

- The opportunity to gain a qualification and experience in an innovative and forward-thinking school
- Paid time as agreed to attend the online course study time required for your course
- A friendly and supportive environment
- The opportunity to work with well-motivated students and supportive parents
- Free well-being and medical support cover
- Free use of our fitness suite
- The chance to make a lasting impact on the lives of staff and students.
- Competitive salary package and benefits aligned with sector standards.
- The chance to work in a DfE Attendance and Behaviour Hub Lead school.



Person Specification

Personal Qualities

- Good interpersonal and communication skills
- Proactive and helpful attitude towards staff, students and parents
- Self-motivated
- Reliable, punctual, and committed to high standards of work
- Well organised
- Good IT skills
- Good interpersonal skills with adults and students

Values and Professional Conduct

- Commitment to safeguarding and promoting the welfare of children
- Commitment to equality, diversity, and inclusion
- Respect for confidentiality and professional boundaries
- Alignment with the school's ethos and values
- Willingness to engage in training and continuous development
- Commitment to providing excellent service to pupils, families, and other staff

How to apply

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at <https://www.worthinghigh.net/join-us/careers>

Completed application forms should be sent to Mr Alex Simpson, Acting Headteacher at Worthing High School at vacancies@sdetrust.net by **Friday 4 September 2026 at 9am.**

Interviews will be the week commencing 7 September 2026. Interview dates will be provided to shortlisted candidates.

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

- South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools