

JOB DESCRIPTION

Role	Sports Administrator
Job Purpose	<ul style="list-style-type: none"> • To provide administrative support for the day-to-day running of the Sports Department, across both Junior and Senior school. • To provide support to organise fixtures and sports events throughout the year. • To support the Director of Sport (DoS) with the communication of fixtures and other vital information to parents and students. • To provide specific admin support to the Director of Sport (DoS), Assistant Director of Sport (ADoS), and the Head of Junior School PE (HoJPE). • To assist with the management of coaches and umpires. • To communicate department successes and individual sporting triumphs, referring to the Marketing Department, as appropriate. • To liaise with the Estates team on the upkeep of our Nursery Road sportsground.
Accountable to:	Director of Sport
Accountabilities	<p>Main responsibilities include:</p> <p>Support to Director of Sport and wider PE Department (to include both Senior and Junior school)</p> <ul style="list-style-type: none"> • To provide administrative support for the day-to-day running of the Sports Department, across both junior and senior school. • To assist the DoS, ADoS and HoJPE to organise and publicise fixtures and sporting events. • To assist and have oversight of room bookings for PE lessons and practices at main school and at Nursery Road. • To assist in the booking of external venues for training or fixtures. • To assist with the hiring of specialist equipment if necessary • To assist with the production of Sports Department documentation and assist with organisation for sporting events e.g. Scholars Talks, Sports Awards, Sport Days, Gym and Dance Display and 11+ Scholarship Day. • To provide general admin and photocopying support to the PE department.

- To attend PE Departmental Meetings and take minutes as required.
- Raise purchase orders as required in Compleat (finance system) and regularly communicate with the DoS with regard to budgets and invoices.
- To be responsible for organising the maintenance of school sporting & gym equipment, including arranging the annual Sport Safe visit, ensuring all service reports are sent to Estates to log on TechForge (servicing and compliance system).
- To assist with checking first aid supplies and liaising with the school nurse to ensure first aid bags are fully stocked.
- To take responsibility for school owned sports kit on loan to students ensuring there is parental consent and that there is a clear record of borrowing and returns.

Sport Communication – liaising across the department and with Marketing colleagues to keep parents informed and to champion successes

- To assist the DoS and Heads of specific sports in the organising and communicating Sports fixtures.
- To create team lists in SchoolPost, for specific communications to be targeted to the right parents, and to keep these updated.
- To keep a live sporting database of all students in the school, keeping track of students on performance pathways.
- To publish team sheets and communicate with team captains where needed.
- To gather and publish match reports from each team.
- To keep track of progress of Sport Scholars, liaising with them and their families.
- To promote and publish Sport and PE Department news on social media platforms and other appropriate channels.
- Support with data entry e.g. assessment and reporting, adding co-curricular clubs onto SOCS
- Book and confirm all transport for fixtures
- To assist with Tennis/Fencing Lesson application forms, liaising with parents that would like to sign up for additional lessons.

Assisting with Scholarships process

- Help administration of the scholarship process – working alongside the Admissions Team
- To co-ordinate the 11+ and 16+ Sport trials
- Provide information to families about Scholarships processes to universities / similar.

	<p>Training and development</p> <ul style="list-style-type: none"> • To keep up to date with developments in areas that form part of the job role for example, IT skills, Reprographic techniques, First Aid and all online e-learning as required by the GDST • To regularly review own practice, set personal development targets and take responsibility for own continuous professional development. • To attend relevant INSET courses as necessary. <p>The Sports Administrator will undertake other such specific duties, which may, from time to time, be reasonably assigned by the Head or Director of Sport. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment during the review process or whenever circumstances dictate changes in the role of the post holder within the school.</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> • Work towards and support the school vision and the current school objectives outlined in the School Development Plan. • Support and contribute to the school’s responsibility for safeguarding students. • Work within the school’s Health & Safety Policy to ensure a safe working environment for staff, students and visitors. • Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with students, parents and colleagues. • Engage actively in the performance review process. • Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars. • Undertake other reasonable duties related to the job purpose as may be required from time to time.
<p>Review and Amendment</p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

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Person Specification

Education/Qualifications	Desirable	Essential
<ul style="list-style-type: none"> • Good literacy & numeracy skills • Excellent communication skills • Attendance at courses related to health & safety or sports management 	✓	<ul style="list-style-type: none"> ✓ ✓
Skills and abilities		
<ul style="list-style-type: none"> • Strong IT skills .i.e. sending and replying to emails, familiarity with Microsoft office. • Ability to use social media to communicate • Willingness to work as part of a team • Ability to manage time effectively and work to deadlines • Ability to manage own work effectively • Able to use own initiative 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓
Personal attributes		
<ul style="list-style-type: none"> • To relish challenge and perform efficiently in this role • To be able to lead by example • Tenacity and commitment while working under pressure • Ability to organise and prioritise • Good team player • Good communication skills both orally and in writing 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓