

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Job Title** | Classroom, Sports Coaching & Administration Intern (Post 3) |
| **Department** | Junior School |
| **Responsible To** | Headteacher |
| **Grade** | n/a |
| **Salary** | £13812.50 |
| **Hours** | 0830-1700 Monday to Friday (& Saturday morning) |
| **Perm or Fixed Term** | Fixed Term (August – June) |
| **Probationary Period** | n/a |

**JOB DESCRIPTION**

**Overall Purpose**

Working alongside teaching and support staff, you will provide additional support in the smooth operation of the Junior School. You will be responsible for actively assisting pupils in the classroom, providing administrative assistance, and assisting in the organisation of resources and activities.

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| **MAIN DUTIES** |
| **Classroom Support:** |
| Assisting with playground and lunchtime supervision |
| Providing additional support at School events such as drama productions and sports days |
| Assisting with groups of children in classrooms |
| **Administration:** |
| Providing additional support to the Junior School Office team in the organisation and production of reprographic tasks |
| Carrying out administrative tasks as directed by the Office Manager |
| **PE & Games Coaching:** |
| Core School sports are: Boys: Rugby, Hockey, Football, Cricket and Athletics  Girls: Hockey, Netball, Athletics and Tennis  This will also involve working on Saturday mornings |
| Assisting in the coaching of sport and swimming lessons |
| Assisting with the games programme |
| Supervision of children following Games on Monday and Wednesday afternoons (until 1715) |

**The Rector/Bursar retain the right to implement changes to this job description to reflect changes in the demands of the post**

**PERSON SPECIFICATION**

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| **General** | |
| **Essential** | **Desirable** |
| Educated to a degree level (or working towards a degree) |  |
| **Proven Experience** | |
| **Essential** | **Desirable** |
| Experience of working in a team | Experience of working with children (including voluntary positions) |
|  | Experience of sports coaching |
| Ability to take initiative | Administrative experience |
| **Knowledge, Skills and Abilities** | |
| **Essential** | **Desirable** |
| Practical, conscientious and reliable |  |
| Excellent interpersonal skills |  |
| Self-motivated |  |
| Excellent oral and written communication skills |  |
| Good knowledge of Microsoft Office (Work, Excel, PowerPoint, Outlook) |  |
| **Other Attributes** | |
| **Essential** | **Desirable** |
| Willingness to undertake a large variety of tasks as and when required |  |

**Further Information:**

This post is fixed term, August to June, and is term time only. As the role involves working closely with children, the successful candidate will be expected to join the Disclosure Scotland Protection of Vulnerable Groups (PVG) Scheme.

Two references will be required.

All job offers are subject to the satisfactory receipt of PVG clearance and references.