



THE PORTSMOUTH GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title **PE & Games Department Administrator**

Line Manager: **Director of Sport**

Contract: **Term Time, Part Time (30 hours per week)**

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. The school is an IB World School and offers the IB Diploma alongside A Level.

Sport at PGS has a proud tradition and is well resourced with excellent facilities both on the main school site and at our Hilsea sports ground. Our facilities include four rugby pitches, a Sports Hall, an all-weather hockey pitch, eight netball courts, eight grass cricket nets and a further eight astroturfed nets. We are also fortunate to be able to use local Ministry of Defence facilities, including an athletics track, swimming pool, netball courts, all-weather hockey pitches and new 3G and 4G pitches.

Recent sporting successes include winning National, Regional and County Cups in Rugby, Cricket, Netball, Athletics, Tennis and Boys' and Girls' Hockey. An unusually high percentage of current pupils have county and regional honours; several enjoy international status.

In addition the department has an excellent track record in public examinations at GCSE and A Level.

Sporting fixtures take place every Saturday during term time and training sessions are organised after school, with pre-season training in the school holidays. Frequent UK and International sports tours are also very popular with pupils; the most recent being a tour to Australia and Hong Kong in July 2017.

The successful candidate will have proven administrative experience, be highly organised and able to work well independently in a busy department. A proactive and flexible approach to work is important, as is the willingness to work as part of a team.

Excellent communication skills are essential. Much of the work requires the ability to work accurately and with attention to detail.

This is a non-teaching term time role, to include attendance at all INSET days in the school calendar. This is a part-time role for 30 hours per week, Monday – Friday with an unpaid 30 minutes for lunch.

The hours of work will be as follows;

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| Monday | 08.00 – 14.30 |
| Tues- Fri | 08.30 – 15.00 |

The start date will be mid October 2017 or as soon as possible thereafter.

Key Responsibilities

- Organising registers for games and following up any unauthorised absences
- Booking transport for away fixtures and travel to PGS Playing Fields at Hilsea
- Collating all sports results on a weekly basis and distributing to whole school and local media
- Organising “Off Games” registers
- Coordinating mouthguard fittings and billing in September
- Answering all phone calls to the department and dealing with a variety of enquiries
- Organising team photographs on a termly basis
- Input of Games grades onto school database
- Taking and distributing Departmental team minutes
- Updating noticeboards and ensuring a high standard of presentation
- Organising catering for fixtures
- Supporting the Director of Sport in planning and preparation for UK and international sports tours
- Organising the maintenance of IT equipment within the department through the ICT Helpdesk.
- Various other administrative tasks set by the Director of Sport
- Assisting with any other reasonable requests made by the Director of Sport
- Attending all safeguarding training as required by the school

Person Specification

- Exceptional interpersonal, communication and organisational skills
- Excellent team working skills and the willingness to work as an integral part of a busy team in the accomplishment of common goals and strategy objectives
- Ability to develop positive relationships with staff, parents, pupils and outside agencies
- Confident handling of enquiries by telephone, email and in person
- High level of IT proficiency
- Ability to maintain confidentiality at all times and work with discretion when dealing with sensitive and confidential information
- Supportive of the aims and ethos of PGS

Contract of Employment:

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

Benefits:

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

The salary for this post will include holiday pay entitlement and staff on term time contracts are required to take their holiday entitlement during the school holidays and not during PGS term times.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy. A two course lunch is provided to all staff during term time.

Other benefits include the acceptance of the Government's Child Care Vouchers as well as being an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

How to apply:

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to HR@pgs.org.uk.

An electronic application would be preferable, submitted to HR@pgs.org.uk. All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to The Headmaster, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon, Tuesday 19 September 2017 and early applications are encouraged. Interviews are scheduled to take place w/c 25 September 2017.