



## **The Haberdashers' Aske's Boys' School**

### **Job Description**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Role:** Administrator - Sport Department

**Reporting to:** Director of Sport/Director of Co-Curricular

**Overview:**

We are currently looking for a sports administrator to support the management of sport in this large and successful department. The role will report to the Director of Sport, but will also involve providing administrative support for a number of staff involved with the delivery of PE, Games and School Sport. The successful candidate will be highly organised, efficient and an excellent communicator.

**Hours:**

The post can be offered with working hours between 8.30am to 3.30pm, or may be extended to represent a full-time role. Although there is flexibility in start and finish times. Working days include Monday to Friday (with one hour for lunch unpaid) during term time, plus 5 days, but with some flexibility, and a willingness to potentially support fixtures/events after school and on weekends as part of the wider co-curricular provision.

**Role will include but not be limited to the following duties:**

**General**

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact

The successful candidate:

- Provide administrative support to the Director of Sport, PE Department and Heads of Sport
- Provide administrative support for fixtures, tournaments, galas, outreach events and trips/tours
- Assist with the administration required for entries, subscriptions and registration with external sports organisations
- Assist with the promotion of any significant sporting events
- Oversee the management and organisation of PE/Games options, set lists and registers; and following up on absentees
- To act as first point of contact in the event of emergency muster and fire drills to ensure that registers relating to sports activities are accessible and completed so that all pupils and staff can be accounted for
- Ensure effective communication between relevant parties in the event of cancellations, changes to fixtures and training details
- Liaise with external facility providers and external coaches
- Organise sports team official photographs

- Liaise with PE staff to ensure that information for Games afternoons is updated and sent to pupils and staff in good time
- Help to maintain accurate pupil lists for sport on the school database, including assistance with the monitoring of pupil and staff participation in co-curricular activities
- Organise and attend departmental meetings and take minutes
- To ensure the school website is complete and fully updated at all times in relation to PE, Games and School Sport
- To inform the Director of Co-Curricular where pupils may be missing lessons due to sporting commitments
- Maintaining registers of students out of school at sports fixtures
- Proof-read and distribute communications to parents regarding tours and events working in liaison with the PA to the Director of Co-Curricular
- Co-ordination of the School sporting fixtures, including:
  - Acquire information to upload onto SOCS Sport and oversee the management of the SOCS Sport website, ensuring that sports fixtures/events are published
  - Liaise with staff regarding results, fixtures and team sheets
  - arranging transport for sports fixtures, Games and co-curricular sport sessions including:
    - i. obtaining quotes and booking coaches,
    - ii. booking minibuses for smaller groups, including arranging self-drive hire buses as required,
  - liaising with the nurses and/or medical provider regarding first aid cover for sports fixtures,
  - co-ordinating logistics for sports fixtures including liaising with the catering department, caretaking staff, medical staff, visiting schools, coach companies, match manager, cleaners
  - being a point of contact for parents regarding fixtures, logistics, pre-season training sports events and sports trips,
  - providing a final checked version of termly fixtures for the School calendar,
  - weekly updating and checking of fixture arrangements,
  - preparing and distributing the weekly sports bulletin to relevant teaching and support staff

Any other reasonable activities as determined by the School.

### **Person Specification**

<b>Experience/Qualifications</b>	<b>Essential/ Desirable</b>	<b>How Assessed</b>
Significant experience of working in an office environment	E	A
5 GCSES or Equivalent at Grade C and above	E	A
<b>Level 3 Business Administration or equivalent</b>	<b>D</b>	<b>A</b>
<b>Skills</b>		
Interpersonal and communication skills, and the ability to interact with people at all levels	E	I
Confidence/assertiveness/courteousness	E	I
Good levels of literacy and numeracy	E	T
Organisational skills, attention to detail, ability to organise and prioritise work	E	A/I
Ability to meet deadlines and work under pressure	E	A/I
Use of initiative	E	A
Excellent working knowledge of MS Office and Microsoft Outlook.	E	T
Excellent organisational skills and attention to detail, including the ability to organise and prioritise work independently, meet deadlines and a proven ability to	E	A/I

work effectively under pressure with tact, humour and assurance.		
<b>Attributes</b>		
Tact and discretion	E	I
Ability to work as part of a team	E	A/I
Loyalty, energy, articulacy and diplomacy.	E	A/I
Flexibility	E	I
Adaptable and proactive attitude	E	I
Friendly and highly professional approach to pupils, parents, staff and members of the public	E	I
Appreciation of and sympathy for the objectives of an independent school	E	I
<b>Training</b>		
Prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies.	E	A
Willingness to undertake First Aid training	E	A

### **Terms and Conditions**

#### **Salary**

Salary on commencement up to £25,840 pro rata; subject to skills and experience.

#### **Holidays**

This is a term time only post, plus 5 additional days, with all holidays to be taken during school holidays.

#### **Pension Scheme**

There is a contributory pension scheme detail of which will be provided to the successful candidate.

#### **Miscellaneous**

Candidates should note that all appointments are subject to a satisfactory medical disclosure, an enhanced check with the Disclosure and Barring Service and such other pre-employment checks as the School is required to complete.

The site is not served by public transport; free parking will be provided.

The School has a strong commitment to the professional development of all staff and it is a condition of employment that all colleagues participate in any scheme of appraisal and professional development in force. The school is an equal opportunities employer.