**PHYSICAL EDUCATION ADMINISTRATOR**

**Person Specification**

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|  | **Essential** | **Desirable** |
| EXPERIENCE AND KNOWLEDGE |
| A recent sporting background, and a knowledge of sports on a wide spectrum  | **✓** |  |
| Knowledge of school structures and networks |  | **✓** |
| A sound understanding and appreciation of the importance of sport in education |  | **✓** |
| A sound understanding of IT processing packages and their practical use in delivering a sports programme | **✓** |  |
| SKILLS |
| Coaching skills – the ability to communicate clearly and motivate young people | **✓** |  |
| Interpersonal, communication and negotiation skills | **✓** |  |
| Strong organisational and administrative skills | **✓** |  |
| General sporting ability |  | **✓** |
| Ability to work under pressure to tight deadlines | **✓** |  |
| Ability to drive the school minibus |  | **✓** |
| OTHER REQUIREMENTS |
| Pride in personal presentation, fitness and sporting skills | **✓** |  |
| Ability to manage own time and act on own initiative | **✓** |  |
| Ability to prioritise | **✓** |  |
| Willingness to work unsociable hours, including some evenings and a few weekends (as and when required and in line with other Sport Staff) | **✓** |  |
| Flexible attitude to work | **✓** |  |
| Ability to contribute to a team environment | **✓** |  |
| Commitment to equal opportunities in sporting provision | **✓** |  |
| Commitment to continuous professional development | **✓** |  |