



Shrewsbury School

## ***JOB DESCRIPTION and PERSON SPECIFICATION***

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### **SPORTS ADMINISTRATOR / CO-ORDINATOR**

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<b>Section:</b>	Sports Department	<b>Hours:</b>	Full-time hours (Saturdays during term-time)
<b>Responsible to:</b>	Director of Sport	<b>Working Weeks:</b>	Term-time plus 6 additional weeks (3 half-terms, 3 in School holidays)
<b>Status of position:</b>	Permanent, full-time	<b>Salary:</b>	Please see section 5.

## **I. INTRODUCTION**

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 420 employees and an annual turnover of over £23 million. The Bursar is supported by a Heads of Department team, which includes the Financial Controller Head of Human Resources, Head of Estates, Director of IT and the General Services Manager.

Further details of the School can be found on the website ([www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)).

Shrewsbury is a leading school in many sports. Boys compete internationally, particularly in rowing and cricket, and we are one of the strongest football schools in the country. Rugby is played to an increasingly high standard. We also excel in the historic and fast-moving sport of fives. Our cross-country running club, traditionally known as The Hunt, is always among the best in the country.

Girls train and compete locally and nationally in hockey, netball and tennis and are also able to access a whole host of other sports including rowing, fives, football, swimming, badminton, cricket, sub aqua and fencing.

## **2. MAIN PURPOSE OF ROLE**

To support the Director of Sport in ensuring the smooth running of the PE Faculty and Sports Programme. To provide a comprehensive range of administrative and secretarial support to the Director of Sport, which will require the post holder, at times to work pro-actively and independently.

## **3. LEVEL OF POSITION**

The Sports Administrator / Co-ordinator will be responsible to the Director of Sport who is responsible for day-to-day line management of the post holder to include training and development and health and safety.

## **4. DUTIES AND RESPONSIBILITIES**

*The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work, on occasions that may not be indicated below.*

### **Main Responsibilities:**

- (a) To provide a full range of secretarial/administrative support to the Director of Sport to include:
  - Weekly:
    - Maintain Director of Sport's diary.
    - Producing the weekly Sport Fasti (calendar) displaying all sporting sessions requiring liaison with teachers i/c sports.
    - Collating list of sports results/match reports for weekly email; minutes from meetings (PE Faculty/Sports Committee).
    - Processing invoices; update all outlets of sporting information.
    - Updating the Sports website, communicating with the relevant stakeholders.
    - Preparation of daily registers, spreadsheets for Housemasters from central database.

- Co-ordinating Sports Coaches hours, timesheets etc. and being the main contact confirming hours, location of sessions, training etc. To ensure all the safer recruitment administration is received and maintained for the Sports Coaches before they commence employment, in liaison with the Human Resources Department.
- Assisting Teachers i/c Sport with administration as required.
- Monthly:
  - Completing timesheets for external sport coaches.
  - Administration for Sports trips (within UK & overseas) to include correspondence with parents to co-ordinate “consent” forms and registrations of tour payments.
- Termly:
  - Preparation/collation of sport option forms & input into central database.
  - Liaising with the School Shop with ordering staff kit and manage stock in liaison with the Shop Manager.
  - Collating lists of nominations for sports commendations/Junior Firsts/School Firsts, source prizes (arrange printing of certificates, purchasing of School ties/pins, gift vouchers) and arrange for distribution either in House (commendation certificates) or assembly (school firsts).
  - Input all sports fixtures onto the school system (outlook calendar) for fasti purposes; liaising with the Sports Facility Manager and/or Grounds Manager to confirm facility use for the upcoming term’s sports programme.
  - Inputting sport scholar fitness testing results.
  - Collating and edit end of term assembly information.
- Annually:
  - Assisting the Director of Sport to collate all sport-related budget bids, file and update all policies relating to the PE Faculty.

(b) To co-ordinate various sports /marketing events to include:-

- Organising Sports photography including co-ordinating photographer and general administration such as collate orders, correct naming, re-charge to pupils, deliver to Houses.
- Assisting, as necessary, with end of term dinners/ sports awards meetings.
- Providing ‘front of house’ on fixture days (Wed/Sat) especially in the Cricket Centre.
- Liaising with Director of Activities & PE Faculty over use of sports facilities for CG/Activities.
- Booking external facilities for sporting events.

- Booking accommodation for various external trips such as Fives Nationals, Rosslyn Park, PSFC Crystal Palace.
  - Co-ordinating some Inter-House sporting events/competitions – running order, staffing, prizes, collate results (e.g. swimming galas, sports day, house football leagues).
  - To liaise with the Admissions Department to organise prep school taster days (which may include some Sunday working).
- (c) To undertake any other duties, which may from time-to-time be allocated by the Director of Sport.

### **Contacts**

In all contacts the Sports Administrator / Co-ordinator will be required to present a good image of Shrewsbury School as well as maintain constructive relationships.

## 5. TERMS AND CONDITIONS

<b>SALARY:</b>	This is a term-time plus 6 weeks working position and the salary range is: £16,000pa to £18,500pa.
<b>HOURS:</b>	<p>The Sports Administrator / Co-ordinator position is a full-time role working during term-time and 6 weeks during school holidays (3 half-terms weeks, 3 weeks in school holidays, usually before the start and at the end of each term).</p> <p><b><u>Term-time – 44 hours per week</u></b></p> <ul style="list-style-type: none"> <li>- 08:30 hours to 18:00 hours Monday, Tuesday, Wednesday, Friday with a lunch break of half hour each day</li> <li>- 08:30 hours to 12:30 hours (afternoon off to compensate for Saturday working) Thursday, no lunch break</li> <li>- 13:00 hours to 17:00 hours Saturdays</li> </ul> <p><b><u>School Holidays – 37.5 hours</u></b> (half-terms and beginning/end of school holidays) -</p> <ul style="list-style-type: none"> <li>- 09:00 hours to 17:00 hours Monday to Friday, with a lunch break of half hour each day</li> </ul> <p>There may be occasions when there is a requirement to work outside these working hours. If you do so, you will receive TOIL (time off in lieu) for the hours worked.</p>
<b>HOLIDAYS:</b>	Annual leave entitlement is 5 weeks pro-rata, which is incorporated within your normal paid working year which is 43 weeks; therefore you receive payment for this entitlement.
<b>SICKNESS:</b>	All support staff employees will be entitled to 6 weeks at full pay, followed by 6 weeks at half pay, after the first six months of employment.
<b>PENSION:</b>	All support employees are eligible for join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%).
<b>OTHER BENEFITS:</b>	All employees may enjoy the benefits of a free lunch in KH when the kitchens are in operation together with the use of the school's sports facilities when not in use by pupils.



## Person Specification SPORTS ADMINISTRATOR / CO-ORDINATOR

*A = Application form, D = Documents, I = Interview, T = Test/Exercise*

Description	Essential	Desirable	Method used
<b>Qualifications:</b>			
Educated to degree level qualification.		✓	A / D
ICT qualification or equivalent. (or working towards)	✓		A / D
NVQ in Business Administration would be an advantage.		✓	A / D
Evidence of continued personal professional development and expectation of continuing willingness to develop own professional skills.	✓		A / D
<b>Work Experience:</b>			
A proven track record of delivering top quality service both within an organisation and also to its customers/clients.	✓		A / I
A proven track record as a highly competent administrator.	✓		A / I
Able to plan and organise meetings and appointments.	✓		A / I
Strong administrative skills including being a highly competent computer user (Microsoft packages, databases etc).	✓		A / I / T
Ability to work quickly and accurately, with good attention to detail, in order to meet deadlines.	✓		A / T
Excellent communication skills to liaise with a wide range of people including young people and parents.	✓		A / D / I
A keen interest, and some knowledge, of sports in general.		✓	A / D
Must be able to produce high quality materials and correspondence to meet tight deadlines.	✓		A / T
The ability to work positively and cheerful, in an established team but also happy to work independently without direct supervision.	✓		A / I
Strong and persuasive oral communications skills, both face-to-face and on the telephone.	✓		A / D / I

Description	Essential	Desirable	Method used
<b>Personal Attributes:</b>			
Excellent time management and organisational skills to work independently prioritising a busy workload.	✓		D / I
Ability to establish and maintain positive relationships.	✓		I / D
Meticulous eye for detail with a methodical approach.	✓		A / I
Well organised, task orientated and able to co-ordinate a range of activities.	✓		I
Practical evidence of taking own initiative.		✓	A / I
Ability to self-organise and meet deadlines while working under pressure with minimal supervision	✓		A / I / D
Clear understanding of confidentiality.	✓		I
Well presented with an empathetic yet assertive approach.	✓		A / I
Ability to prioritise, problem-solve, manage a heavy workload and take an adaptable, flexible approach to work.	✓		A / I
The ability to demonstrate a clear understanding of the world of sport in education generally, and of independent education in particular.	✓		A / I
A willingness to 'roll up one's sleeves' and show a flexible attitude to work, to ensure the best outcomes for the school.	✓		A / I
<b>Specialist attributes:</b>			
Experience of working in a sporting environment is not essential but would be an advantage.		✓	A / D
Experience of co-ordinating sporting fixtures.		✓	A / D
<b>Other / Special Working Conditions:</b>			
The successful candidate must be willing to work additional/or varied hours to suit the business needs of the School.	✓		A / I
Support and contribute to the ethos of the school.	✓		A / I