

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Post Title: Physical Education and Sport Administrator

Responsible to: Head of Physical Education and Games

Start date: January 2020

This role supports the day to day running of the Physical Education department and assists greatly in the delivery of the competitive sports programme as part of the co-curriculum. Principally, the role requires a particular focus on; the management of competitive fixtures with other schools, communication of team lists and results both internally and externally, being a key part of the District Sports league set up including administration and events management, maintenance of equipment and resources and line management of the Bournemouth University student placement programme.

RESPONSIBILITIES

- To be a model of high professional standards in all aspects of school life and to lead by example
- To work collaboratively with the Head of Department for PE and Sport and Deputy Head Co-curriculum, working across the whole school
- To work collaboratively with the Heads of Sport but to lead on fixture arrangement with other schools. This includes; transport booking, catering, booking of referees, entering results/teams on the SOCS software, managing the PE calendar, team kit and equipment and internal communications to staff and pupils
- To communicate the success of the PE and sport programme to all stakeholders, both internally and externally
- To manage the school's inter-form sport competitions in conjunction with the PE department
- To organise the various District sports events hosted by the school including cross-country, netball, rugby, administration of each tournament and results

- To work in collaboration with the Head of PE and Sport to manage the budget for PE and sport; equipment, resources, annual costs and curriculum development
- To maintain and administer equipment and resources to all staff
- To line manage the Bournemouth University student placement programme; be the point of contact, arrange interviews, complete related documentation and look after their day to day welfare
- Attend all District Sports meetings
- To liaise with the co-curriculum administrator regarding sports clubs and fixtures
- To keep up to date with developments in your subject area and in teaching practice and methodology
- To take responsibility for your own professional development in discussion with your line manager
- To support the day to day running of the PE department to ensure teaching and learning and sport is delivered to a high standard
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.