



| Job Description | |
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| Title: | Sports Coordinator |
| Summary of the Role: | The successful applicant will support with the running and co-ordination of the school's PE and Games Department and facilities. |
| Line Manager: | The Director of Sport |
| Main Duties and Responsibilities: | <ul style="list-style-type: none">• Administrative support to the Director of Sport• Additional day to day administrative support to the Games Department, as agreed by the Director of Sport for both junior and senior school.• Manage the day to day duties and work load of the Sports Graduate Assistant.• On-going maintenance and development of database for coordination of transport, catering and correspondence relating to games and fixtures for each term.• Help heads of sport plan catering and transport, as well as make all related bookings and troubleshoot when issues arise - this includes being available on the weekends to resolve transport related matters and contact the relevant providers.• Liaison with both senior and junior school administration offices regarding all aspects relating to PE and Games.• Management of the school's 'Off Games' procedures for all pupils unable to participate in their games afternoon, including entering details on to SIMS. Prepare registers for each games afternoon. Communicate with Heads of Sport and Tutor's to manage games detentions and send correspondence to parents, tutors and pupils.• Update Trackit Light system with the relevant sanctions on games afternoons, and send correspondence home if pupils are regularly missing games due to lack of and incorrect kit.• Manage fixture absences with Director of Sport and send correspondence to parents and keep detention spreadsheet.• Coordinate with the Nurse to maintain up to date records of pupils off games and ensure that SOCS database accurately reflects this data.• Co-ordinate all fixtures and liaise with external company that provides physio / medical cover. |



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- Maintain database for external physio provider and book pupils in for appointments and liaise with parents. Monitor appointments so that only those who have paid and not 'opted out' for the year are seen.
- Work closely with the Director of Sport and heads of sport to devise Games options. To administer the Games options forms via Firefly and deal with conflicts or queries with the Director of Sport liaising with parents / pupils, as well as heads of sport starting from December each year ahead of the next academic year.
- Prepare Games registers and pupils number for the new academic year by February half term so that the Director of Sport and heads of sport can devise staffing requirements and a suitable Games programme with fixtures for each new academic year. Will be required to chase pupils / parents that have not submitted by the relevant time and to ensure that all pupils' options are facilitated in line with sports procedures and protocols.
- Work closely with the Registrar to identify pupils numbers for the forthcoming academic year before the end of the Lent term. In order to help plan staffing and devise a comprehensive Game programme.
- Liaise closely with the Registrar to prepare for new / prospective parent information packs and Games options form via GoogleForms by the end of the Lent term so that the Director of Sport and heads of sport can devise staffing requirements and a suitable Games programme with fixtures for each new academic year. Will be required to chase prospective parents that have not submitted by the relevant time and to ensure that all pupils' options are facilitated in line with sports procedures and protocols.
- Work closely with the heads of sport to ensure that all preseason dates are clearly stated and communicated to both current and prospective parents (this includes the booking of OPRO and Gum Shield fittings).
- Liaise with the Bursar's PA and Director of Sport to ensure that all parent (prospective and current) communication for uniform / kit is correct for the new academic year. This will involve liaise with the school uniform / kit providers (SchoolBlazer/Limitless and Serious Stuff).
- Produce agendas and take minutes for all department meetings. Upload minutes and distribute to all staff.
- Management of internal and external facilities bookings/hire.
- Maintain SOCS for team sheets, fixtures and training information and results.
- Co-ordinate with Heads of Sport that all team sheets displayed on SOCS with relevant fixture information.
- Co-ordinate and maintain the School's Sports website with all fixtures and results.
- Co-ordination, where necessary of correspondence with parents.
- Diary management and drafting correspondence where necessary.
- Ordering equipment and processing invoices/budgets for all PE & Games equipment and services.



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- Support the Director of Sport with the day-to-day management of the sports budgets.
- Management of all resources and equipment required for the Games department. Office management in terms of maintaining the department filing system, maintenance of office equipment, etc.
- Attendance at sports events, tournaments and swimming galas as and when required.
- Supporting Heads of Sport with organisation for big event such as Rugby Sevens e.g. catering, event booking forms, production of programmes.
- Minibus driving – shuttling pupils to the games field and fixtures as and when required.
- Assist with organising big event such as dance show for the, junior and senior school.
- Co-ordinate the administration to both schools and parents for the Sports Scholarship days and the E&A Marketing days.
- For senior school Sports day book external venue, organise equipment needed for all events, liaise with catering for all staff and produce paperwork needed for the event to run smoothly.
- On senior school sports day capture and enter all of information into a database producing the final results for the day.
- Send emails to parents regarding games procedures.
- Co-ordinate the detentions when students have not turned up to games or fixtures by sending correspondence to parents, pupils, form tutors and Heads of Department.
- Input and manage the information on sQuid for all sports tours.
- Co-ordinate with outside supplier in respect of purchasing new trophies and engrave any new silverware that the school wins.
- Maintain all sports department request for absence / certificate of absence requests. Ensure relevant paperwork completed and signed off by Director of Sport and forwarded to HR or Headmaster.
- Keep wall planner updated with all staff absence requests.
- Manage the ordering and distribution of all staff kit through School Blazer or Serious Stuff to all full time, part time and academic staff.
- Manage the 2 sports department mini buses, i.e. filling them up with petrol and relevant paperwork signed off.
- Produce a fixtures calendar every year for Heads of Sport.
- Liaise with both Estates and Music department regarding pupils that need to be brought back from the different sites we use for games afternoons each term.
- Co-ordinate all of the pupils games options each year a term and half before the start of each academic year so allow for staffing provision and allocation.
- Weekly meetings with Heads of Sport to check transport and catering requirements for the week ahead.
- Liaise with Heads of Sport on a weekly basis to produce and send to parents the weekly sports bulletin.



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- All admin for annual ski trip including setting up payment schedule with the finance department. Collate all relevant information parents and pupils need to sign for the trip. Set trip up on Evolve. Maintain the attendees list and deal with any changes to pupils pulling out.
- To have a sense of humour and be flexible in order to attend to matters in a large and dynamic department whilst under pressure.

| Person Specification | | | |
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| | Essential <i>These are qualities without which the applicant could not be appointed.</i> | Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i> | Method of Assessment |
| Qualifications | Math, English and Computer Qualifications | | Discussion at Interview. |
| Experience: | Previous experience in an office/school environment Previous experience of working with children. | | <i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i> |
| Skills | Good general education with good written and spoken English. Good computer Microsoft Skills, Word, Excel, Teams Previous experience of working with data management computer systems. | | <i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i> |



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| Knowledge | | | <i>Contents of the Application Form.</i> <i>Interview.</i> <i>Professional references.</i> |
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