



Job Description and Person Specification

Job Title	Sport and PE Department Administrator
Employment status	Permanent part-time
Working pattern	30.5 hours per week, 36 weeks per year (term time only) Hours can be worked flexibly between 8.30am to 4.30pm Monday to Friday (half hour unpaid lunch)
Salary range	A16 to A19 - £24,242 to £24,632 pro rata per annum
Actual annual salary	£15,706 - £15,959 including 4.87 weeks of holiday pay

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Responsible to:

Director of Sport (DOS) for day-to-day line management and the Bursar & Chief Operating Officer, who has overall responsibility for support staff.

Responsible for:

Undertaking a range of administrative duties to support the Head of Sport and the Sport and PE Department.

Main Responsibilities:

1. Booking and confirming coaches; booking pitches and facilities – producing a weekly sheet for staff referral. Liaising with Junior School sports staff.
2. First port of call for dealing with parental enquiries.
3. Assisting the department with efficient utilisation of SOCs platform.
4. Monitoring of invoicing for coaches and local facility hire e.g Bath University.
5. Collating registers (Games and After School clubs), registration of ALL pupils at every Senior School game session.
6. Managing the Senior Games registration process.
7. Assisting the Heads of Sport with the maintenance of sets of kit as required.
8. Booking and administration of major sporting events with DOS. Sports Dinner, Sports Day, Trips, Tournaments and Tours (weekend and overseas). Administration linked to these events and liaison with external companies.
9. Organising the fitting of mouthguards for all pupils at KES. Sending out letters, organising the timetable for visits. Distribution of gumshields and liaising with the Accounts Department regarding billing.
10. Arranging for the provision and/or engraving and collection of prizes and trophies. Collating captains' names and end of season awards.
11. Organising the logistics for the Sports Dinner and management of Gateway payments.
12. Liaising with the school photographer.
13. Producing OSA5's for all Sports events.
14. Liaising with DOS in school marketing events – Open Morning.
15. Monitoring of invoicing for coaches and local facility hire e.g Bath University.
16. Liaising with/checking of dept publications, Edwardian, KESLife articles and proof-reading reports.
17. Producing Department agendas and minutes
18. Assisting as required at KES tournaments to run the score table.

19. Supporting department at School Open Day events.
20. Other general assistance with school administrative and identified tasks such as may be reasonably requested from time to time.

Safeguarding

21. Working with key members of the Operations Team to ensure the School's Safeguarding guidance is adhered to in respect of visitors to the Sport and PE Department.
22. Acting as a 'sign in' point for visiting coaches to the Sport and PE Department.
23. Communicating regularly with the HR Department regarding Sport and PE staff who required DBS and safer recruitment checks.
24. Having a good understanding of the Single Central Register.
25. Undertaking appropriate Safeguarding training as and when required.

The above is not an exhaustive list of duties but is intended to give a general indication of the range of work undertaken and will vary in detail in the light of the changing demands of the School.

Pension Scheme

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

Safeguarding

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

DBS Clearance

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

If you wish to apply for this role please complete and submit an application form to our HR Manager, Heather Baker via HR@kesbath.com. In addition to the application form, please also include a short letter explaining what previous experience you have gained and personal qualities you possess that will enable you to be effective within this role.

The closing date for this role is 8.30am on Monday 25 November 2024 and interviews will be held within a fortnight of the closing date.

Person Specification

Qualifications	Essential	Desirable
5 GCSEs at grade 9 to 4 (A* to C) or equivalent, including English and Mathematics	✓	
Qualified to Further and/or Higher Education		✓
First Aid qualification		✓
Knowledge and Experience	Essential	Desirable
Experience of providing administrative support	✓	
Ability to use Microsoft Outlook, Word, Excel and SharePoint	✓	
Working within an education setting or with young people		✓
Personal Qualities	Essential	Desirable
Be methodical and organised	✓	
Ability to work under pressure and remain calm	✓	
A confident, approachable, friendly and helpful manner	✓	
Excellent verbal and written communication skills	✓	
Possess a team player mentality	✓	
Be adaptable and a flexible approach to tasks	✓	
Be proactive and self-motivated	✓	
Ability to use discretion and understand the importance of confidentiality	✓	
Have a positive attitude to personal development and training	✓	
Have a keen interest in sport and physical activity	✓	