

JOB DESCRIPTION: Administrative Assistant (PE Department)

PURPOSE:	To support the P.E. Department
RESPONSIBLE TO:	Head of P.E. Department
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	NJC 13
WORKING TIME:	17 hours per week, timings flexible, up to 5 days per week (with the possibility of additional hours in the future) term time only

Summary of Responsibilities

To support a large PE department through fulfilling a range of technical and administrative duties.

MAIN DUTIES

Administrative support for PE department

- Sending letters / emails to parents, other schools and outside agencies
- Creating displays on the department's display boards
- Answering telephones and relaying messages
- Sending news items to the website and collating articles for the newsletters
- Helping with events such as sports presentation evening, sports days, inter-school district competitions, open evening
- Attending departmental meetings
- Liaising with ground maintenance regarding PE requirements
- Liaising with external coaches who run after school clubs (badminton, table tennis, water polo, boys' hockey...)
- Completing requisitions for departmental purchases
- Stock taking
- Booking Venues for events such as Sports Day/ white water rafting and Sporting trips

Technical Support

- Ensuring PE/Sport facilities and equipment are safe for use
- Maintaining and ensuring safe storage of equipment
- Assisting teachers in lessons with video technology / camera
- Managing lost property for the department
- Ensuring school-owned PE kit (rugby / football / athletics) is washed as necessary
- Assisting with transition days
- Ensuring First Aid boxes are replenished

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Administrative Assistant (PE Department)

Qualifications

- Qualifications indicating literacy, numeracy and a good all round education.

Aptitude/Skills

- Good written and verbal communication skills
- Good IT/Excel/Word skills
- Ability to show initiative and to work with minimal supervision within an agreed framework
- A liking for young people and an ability to adapt to a school environment and execute work in a professional and proactive manner, with due regard to both students and staff
- Able to advise and assist students.
- A willingness to undertake appropriate training
- Ability to work as part of a team
- Ability to prepare and organise resources
- Organised and able to prioritise
- Good communicator.

Experience

- A working knowledge of schools (desirable)
- Administration experience eg. office, receptionist, PA, administrator (desirable)