



JOB DESCRIPTION

Job Title:	PE Administrator	Department:	PE
Hours of Work:	16 hours per week (Tuesday, Wednesday, Thursday), term time		
Responsible To:	Director of Sport	Responsible For:	

Summary of Role:

We are seeking a dynamic administrator to support the day to day running of the PE department.

Specific Responsibilities:

- Developing new systems to streamline the organisation of the department
- Providing email and diary management to the director of sport
- Attending departmental meetings and taking minutes
- Organising the collection of Games options for pupils each term, inputting these onto the school database, and ensuring these are kept accurate and up to date
- Providing assistance for the management of Games and off-Games registers, and assisting with the management of pupil absence from Games, and following up on absent pupils
- Liaising with external facility providers and external coaches
- Booking coach transport and minibuses for Games sessions and fixtures
- Managing missed lesson requests
- Managing catering requests
- Organising sports team official photographs
- Ensuring effective communication between relevant parties in the event of fixture confirmations, cancellations, changes to fixtures and training details
- Organising sport scholarship assessment days, in collaboration with departmental staff and the Admissions department
- Providing general administration in support of sports tours and educational visits
- Supporting administration relating to the update of sports-related risk assessments.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
• Fluent and accurate written and spoken English. • Excellent ICT Skills.	
Personal Behaviours	
• A good communicator. • The ability to work as part of a busy team. • High standards. • Positive and proactive; able to solve problems	
Ethos and Whole School Values	
• Committed to operating as part of the School community. • Committed to the Sacred Heart Values. • Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.	
Safeguarding and Pastoral	
• Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS.	