



George Heriot's School

Founded 1628

Job Description

Job Title: PE & Sport Administrator
Responsible to: Director of PE & Sport
Hours: 37 hours per week;
Term Time only + 1 week prior to session start in August (40 weeks)

Summary:

As a member of the PE & Sport Department, the PE & Sport Administrator plays a key role providing administrative support for the delivery of the PE & Games curriculum and management of the Department's resources. The PE & Sport Administrator helps coordinate the annual, termly, weekly and daily department Games and Extra-curricular Games/Sport logistics, and provides administrative support for the PE & Sport major events.

Key Duties and Responsibilities:

Responsible to the Director of PE & Sport, the main duties of the PE & Sport Administrator include, but are not limited to:

Administration of Games and Extra-Curricular Programme

- Booking of Winter and Summer Term facilities
- Managing and co-ordinating the Games transport bookings and logistics
- Assist with the administration of all Games & Sports communications
 - o Daily monitoring of SOCS (Sport & Games Information Software), display screens and website
 - o Co-ordinate, draft and proof Schoolpost letters throughout the academic year as required but to include start of session information and Games preferences
 - o Assisting with daily, weekly and termly communication with pupils and parents
- Assist with the management of SOCS
 - o Liaising with Sports Leaders and publishing up to date sports fixtures, practices and results
 - o Assisting with Termly SOCS preferences, registers and updates
- Liaise with external providers, booking First Aid, Security and Catering.
- Arrange engraving of trophies

- Updating of medical contact details, risk assessments and recording of injuries
- Assist with Games, Excused Games and Period registration to ensure pupils accounted for.
- Creating lists for Authorised Absence notices for Senior School pupils and for similar Junior School requirements

Major Sporting Events

- Booking venues and arranging any necessary external providers
- Liaising with PE and Games teachers to assist with dissemination of necessary information leading up to the major events
- Assist with entries and recording sheets for JS and SS Swimming Galas and Sports Days
- Maintaining accurate registers of pupils involved in major sporting events
- Creating lists for Authorised Absence notices for Senior School pupils and for similar Junior School requirements.
- Collating programmes – layout, printing, copying
- Liaise with venue staff – Goldenacre, Commonwealth Pool, Peffermill
- Attendance at all Department events.
- Schedule and coordinate pupil movement ensuring pupils accounted for.
- Assist with ordering of swimming gala and sports day medals and prize giving awards.
- Liaise with DofPE&S and issue and collate letters, payments and numbers for the Summer Sports Camps at Goldenacre
- Arrange engraving of trophies

Miscellaneous Administration

- Organise notice boards, ensuring open days and events are well highlighted
- Assist with Social Media and Website posts/information
- Liaise with Director of Rowing re: booking of buses and mini buses for regattas and submission of paperwork for overnight trips and AA lists.
- Assist with the ordering of PE & Sports equipment.
- Minute two Departmental meetings a week.
- Any other duties as deemed reasonable and necessary by the Director of PE & Sport.

Skills and Attributes Required

- An understanding and empathy for the ethos of George Heriot's School.
- Previous experience of providing administrative support to a team, including organisation of large meetings/events
- Highly organised, with the ability to multi-task and use initiative to meet a range of deadlines

- Positive and pro-active “can-do” attitude, with the ability to work autonomously and as part of a team
- Excellent written and verbal communication skills, with the ability to communicate effectively with colleagues at all levels of the organisation.
- Proficient in MS Office packages, particularly Word and PowerPoint and with previous experience of administering databases.

Additional Information

- This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

*George Heriot's School is governed by George Heriot's Trust,
Scottish Charity number SC011463*