



## ERSKINE STEWART'S MELVILLE SCHOOLS

<b>JOB TITLE</b>	<ul style="list-style-type: none"> <li>PE and Sports Administrator (Senior and Junior School)</li> </ul>
<b>DEPARTMENT</b>	<ul style="list-style-type: none"> <li>PE &amp; Sports</li> </ul>
<b>REPORTS TO</b>	<ul style="list-style-type: none"> <li>Head of Senior School Sport</li> </ul>

<b>ROLE DETAILS</b>	
<b>PURPOSE OF THE ROLE</b>	<ul style="list-style-type: none"> <li>The PE and Sports Administrator will provide administrative support to the PE and Sport Departments at Erskine Stewart Melville Senior and Junior Schools</li> </ul>
<b>ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>Accountable to the the Head of Senior School Physical Education, the Head of Senior School Sport and the Head of Junior School Physical Education and Sport</li> </ul>
<b>AUTHORITY</b>	<ul style="list-style-type: none"> <li>The PE and Sports Administrator will have Authority as delegated by the Head of Senior School Sport and other roles of Authority</li> </ul>
<b>RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>Head of Senior School Physical Education</li> <li>Head of Senior School Sport</li> <li>Head of Junior School Physical Education and Sport</li> <li>All Sports Coordinators</li> <li>The School Operations Manager and the School Operations Team</li> </ul>

<b>DUTIES AND KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Provide administrative support to the PE and Sport Departments at The ESM Senior School and the ESM Junior School</li> <li>Acquire information to upload onto SOCS Sport and oversee the management of the SOCS Sport website</li> <li>Provide new members of staff with training, if necessary, in the SOCS Sport website</li> <li>Liaise with staff regarding results, fixtures and team sheets</li> <li>Provide administrative support for tournaments and galas</li> <li>Assist with the administration required for entries, registration, etc with external sports organisations</li> <li>Provide administrative support to staff out with the PE Departments who are working in sports and with teams on a regular basis</li> <li>Have responsibility for all parts of the process in sending out School Posts</li> <li>Create lists, registers and spreadsheets from iSAMS</li> <li>Assist with administration for trips and tours</li> <li>Have responsibility for updating Sports noticeboards, photographs and posters as directed by the Head of Senior School Physical Education, Head of Senior School Sport and the Head of Junior School PE and Sport</li> <li>Assist with the promotion of any significant sporting events</li> <li>Be the minute taker for departmental meetings</li> </ul>
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	<p><b>Vision and Values</b></p> <ul style="list-style-type: none"> <li>• Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.</li> <li>• Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.</li> <li>• Fostering an environment that supports the development of these values among students and staff.</li> </ul> <p><b>Working with Others</b></p> <ul style="list-style-type: none"> <li>• Compliance with all ESMS policies and procedures</li> <li>• Treating people fairly, with dignity and respect to maintain a positive school culture</li> <li>• Ensure effective planning, delegation and support of responsibilities</li> <li>• Developing a culture of high expectations for all and taking action when performance does not live up to these</li> <li>• Taking responsibility for personal development, both personally and of team members.</li> </ul> <p><b>Community</b></p> <ul style="list-style-type: none"> <li>• Positive relationships with pupils, parents and the wider ESMS community</li> <li>• Communicating clearly with parents and carers to engender a climate of mutual respect</li> <li>• Working in collaboration with other independent schools to promote effective initiatives and share good practice.</li> </ul>
<b>CO AND EXTRA CURRICULAR ACTIVITIES</b>	<p>The post holder is expected to:</p> <ul style="list-style-type: none"> <li>• Play a full and active part in the extra-curricular life of the schools</li> <li>• Attend school events as appropriate</li> </ul>

<b>PERSON SPECIFICATION</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• High level of competence with Microsoft software packages (Outlook, Word and Excel)</li> </ul>	<ul style="list-style-type: none"> <li>• Some practical experience of databases</li> </ul>
<b>Education/Qualifications</b>		
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Proficient in the full Microsoft Office package, specifically Word and Excel</li> <li>• Excellent communication skills (orally and in writing)</li> <li>• Excellent inter-personal skills with a facility to remain calm and polite under pressure</li> <li>• The ability to forward plan and work to deadlines</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High professional and personal standards, and a commitment to the values of the School</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to continuous professional development</li> </ul>

	<ul style="list-style-type: none"><li>• Reliability, dependability and ability to show initiative</li><li>• Attention to detail</li><li>• Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed</li><li>• Positive, confident personality and an enthusiasm for, and enjoyment of, children's company</li></ul>	
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