

AYLESBURY GRAMMAR SCHOOL

PE ADMINISTRATION ASSISTANT ROLE PROFILE



Job title	PE Administration Assistant
Salary Range	Equivalent to Bucks Pay Fixed ISN 7
Hours/Weeks	32.5 hours per week / 39 weeks per year
Responsible to	Director of Sport

Job Purpose

- A. To assist and administrate the effect and efficient running of the PE department
- B. To act as the co-ordinator for the prefect duty team during a designated lunchtime period and ensure appropriate supervision.

Main duties and responsibilities

- A1 To assist in equipment preparation for lessons.
- A2 To assist the PE Leader with the purchase of PE resources
- A3 To undertake training and performance management.
- A4 To further raise the profile and enjoyment of sport within the school community
- A5 To support the PE Leader in organising the participation of Aylesbury Grammar School students in school activities, school clubs and school tournaments/competitions (both internal and external)
- A6 To manage and train a school team(s)
- A7 To understand and apply school policies.
- A8 To maintain confidentiality inside and outside the workplace
- A9 To provide cover for PE lessons as required

- B1 To attend the designated training for the co-ordination of prefects
- B2 Liaise with the Head of Sixth Form to identify the team of prefects for your duty day
- B3 Meet with prefect team at the start of each term to brief them regarding the duties and expectations
- B4 Liaise with the SLT duty member on your duty day to ensure effective communication and co-ordination of the supervisory team
- B5 Ensure prefects are stationed at their designated areas during the specified times
- B6 Consistently ensure prefect team are supervising their designated areas to ensure the safety and good behaviour of the students

B7 Co-ordinate any reports of health and safety hazards to the Premises Manager

B8 Co-ordinate any accident response and request immediate assistance

B9 Co-ordinate the prefect team to supervise in allocated areas during a wet/inclement weather lunch time

B10 Other duties as may reasonably be allocated by the Headmaster

General Duties

1. Upkeep of PE store cupboards.
2. Sports Administration: photocopying, filing and team sheets etc.
3. Training will be given in all areas where appropriate

Personal Qualities

4. Organised, self-motivated and enthusiastic.
5. Sense of humour.
6. Willingness to work as part of the PE Team.
7. Coaching qualifications would be advantageous but not a necessity. However, a love for sport is paramount.

Other duties

8. To supervise students as directed on occasion
9. To carry out any other duties that may reasonably be required by the Headmaster or the line manager.

Alterations

10. The Headmaster may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations.

March 2015