**JOB DESCRIPTION**

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| **JOB TITLE** | | After School Sports’ Co-ordinator |
| **EMPLOYER** | | University of Brighton Academies Trust |
| **LOCATION (Academy)** | | Hollington Primary Academy |
| **RESPONSIBLE TO** | | Mrs. J. Reece (Principal) |
| **RESPONSIBLE FOR** | | After School Sports |
| **MAIN PURPOSE OF THE JOB** | | To provide safe, high quality play opportunities and care for children, and be responsible for the day to day organisation and operation of the club. |
| **MAIN TASKS / KEY RESPONSIBILITIES** | | |
| **1** | To be responsible for running a variety of sports-based clubs across five days per week across the primary age range. | |
| **2** | To provide full care for the children including collection of children from school (where appropriate) and the safe delivery to parents and/or named carers. | |
| **3** | To be responsible for providing a high quality of activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children. | |
| **4** | To ensure that equipment used in after school clubs is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively. | |
| **5** | To carry out day to day administration, record keeping, ordering and purchasing materials and equipment. | |
| **6** | To be responsible for the day to day financial administration and monitoring requirements where appropriate. | |
| **7** | To work within an agreed budget. | |
| **8** | To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children’s progress and encouraging parental involvement. | |
| **9** | To liaise with the academy’s PE lead when organising clubs to ensure that activities support the academy’s strategic plan. | |
| **10** | To organise and take teams to Hastings and Rother Partnership competitions. | |
| **11** | Liaise with external sporting advisers and oversee their provision. | |
| **12** | To manage sports equipment. | |
| **13** | To administer First Aid as appropriate. | |
| **14** | To ensure that all legal and statutory requirements are implemented, and provide reports as required. | |
| **15** | To work within agreed policies and practices, including Behaviour Management, Child Protection, Equal Opportunities and Health & Safety. | |
| **16** | To carry out the above duties in accordance with the University of Brighton Academies Trust’s Services Equal Opportunities Policy. | |
| This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. | | |
| There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder. | | |
| **Date: 28th April 2020** | | |
| **Additional Information** | | |
| * This post is subject to an Enhanced Criminal Record Check | | |
| * This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. | | |
| **University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.** | | |

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

**EDUCATION AND QUALIFICATIONS**

* 1. Childcare qualification or an NVQ3 in Playwork or equivalent
  2. Knowledge of Learning through Play
  3. A current First Aid certificate

**KNOWLEDGE AND EXPERIENCE**

* 1. An understanding of good quality childcare
  2. A knowledge and understanding of the Health and Safety regulations within the academy
  3. An understanding of, and commitment to, Quality Assurance
  4. Knowledge of academy policies on Child Protection, Pupil Behaviour, and Equal Opportunities.
  5. Experience of working with 4 to 12 year olds
  6. Some experience of administration including budget management

**KEY SKILLS AND ABILITIES**

* 1. Ability to provide and facilitate safe, creative play
  2. Ability to manage and lead a team
  3. Ability to produce regular project reports
  4. Ability to communicate at all levels
  5. Ability to establish a rapport with pupils and their parents
  6. Ability to meet children’s individual needs, including those with special educational needs
  7. Ability to use judgement and common sense

**PERSONAL ATTRIBUTES**

* 1. A personal commitment to equal opportunities
  2. Willingness to participate in further training and developmental opportunities offered by the academy and Trust, to further knowledge
  3. Willingness to maintain confidentiality on all academy matters