



| Job Description | |
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| Title: | Sports Graduate |
| Summary of the Role: | The successful applicant will assist the games staff in running both Junior and Senior School P.E and Games sessions and associated administration. |
| Line Manager(s): | The Director of Sport/Deputy Director of Sport and Sports Coordinator (administration tasks) |
| Main Duties and Responsibilities: | <p>The primary role and responsibility for the Sports Graduate is to assist the teacher/sports coach in delivering high quality PE and games sessions, by providing the teacher/sports coach with a safe and fully equipped learning environment.</p> <p>The Sports Graduate is to assist in sports coaching across a broad range of sport in both the Senior School and Junior School.</p> <p>The Sports Graduate will assist PE and Games lessons every day, Monday to Friday and in the mornings on Saturday. This will include taking teams for fixtures. Assistance in lessons will involve getting out and putting away the correct equipment. Responsible for the collection of lost property at the school's sports field and transporting these back to the school nurse.</p> <p>They will also assist in the administration and smooth running of the department. This will include;</p> <ul style="list-style-type: none">• Administrative tasks such as inputting fixtures onto SOCS, photocopying, laminating, etc.• Tidying and maintaining the storerooms. Ensuring equipment is in the correct place and in a fit state to use (i.e. balls are pumped)• Possible other tasks that may be asked of you by members of the department. <p>The Role will require you to be flexible and at times you will need to use your initiative to proactively offer assistance to members of the department. You may also be required to carry out any other reasonable requests made.</p> |

| Person Specification | | | |
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| | Essential <i>These are qualities without which the applicant could not be appointed</i> | Desirable <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i> | Method of Assessment |
| Qualifications | <ul style="list-style-type: none"> Level 1 or similar coaching qualification in one of the main sports (either Rugby, Football and Cricket, or Hockey, Netball and Cricket) | <ul style="list-style-type: none"> Refereeing level 1 or 2 Safety in contact Minibus licence First aid trained Relevant university degree or seeking placement as part of a relevant degree course | <i>Production of the applicant's certificates</i> |
| Experience: | <ul style="list-style-type: none"> Previous experience working with students or working with a sports club/ school/ team would be essential | <ul style="list-style-type: none"> A Level 1 qualified sports coach or similar Have coached or played to a representative level or higher with leadership role (captain or vice captain). | <i>Contents of the Application Form.</i> <i>Interview</i> <i>Professional references</i> |
| Skills | <ul style="list-style-type: none"> Sound understanding of basic principles of training, exercise prescription, training methods and coaching methods Computer skills, able to use Word, Email and Excel | <ul style="list-style-type: none"> Level 1 or similar | <i>Contents of the Application Form</i> <i>Interview</i> <i>Professional references</i> |
| Knowledge | <ul style="list-style-type: none"> Knowledge and understanding of a broad range of sport; Athletics, Rugby, Football, Cricket, Hockey and Netball | <ul style="list-style-type: none"> Have coached or played to a representative level or higher | <i>Contents of the Application Form</i> <i>Interview</i> <i>Professional references</i> |
| Personal competencies and qualities | <ul style="list-style-type: none"> Strong Work ethic, professional in approach and self-motivated Strong communication skills with both students, teachers and | <ul style="list-style-type: none"> Good team member, reliable and flexible. Must be prepared to go the extra mile to help! | <i>Contents of the Application Form</i> <i>Interview</i> <i>Professional references</i> |

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| | parents <ul style="list-style-type: none">• Excellent interpersonal skills and to be able to work well within a team environment | | |
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Other Information

Total hours of work approx.: 45

The role is a fixed term contract from September 2025 to July 2026