

## JOB DESCRIPTION

<b>POST:</b>	School Sport Assistant
<b>GRADE:</b>	Level 2A, NJC points 10 - 13 Full Time Equivalent: £15,390 - £16,353  Pro Rota: £13,342 - £14,176
<b>HOURS:</b>	Full (37hrs per week), Term Time only
<b>RESPONSIBLE TO:</b>	School Games Organiser
<b>JOB PURPOSE:</b>	To support the School Sport Partnerships and the School Games Organiser in their day to day duties whilst contributing to the government PE and School Sport policy.

### KEY AREAS OF RESPONSIBILITY:

- Assist in the delivery of Level 1 and 2 competitions to schools within Leighton Linlade and Level 3 county competitions;
- Assist in the development of the School Games curriculum competitions within the local schools;
- Support with the delivery of school sport and physical activity clubs where necessary;
- Assist in the publication of the Sport Partnerships work;
- Maintain and update the School Sport Partnerships Twitter and website pages;
- Provide administrative support to the School Games Organiser in the form of letters, certificates, posters, spreadsheets and photocopying;
- Assist in the data collection and monitoring processes which the School Games Organiser has to undertake;
- Assist schools in achieving their School Games Mark;
- To set up and put away sports equipment;
- To undertake any other duties of a similar level and responsibility.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

April 2017

<b>Job Holder</b>	
<b>Date</b>	
<b>Line Manager</b>	
<b>Date</b>	

Vandyke Upper School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment