

Role Description

Junior School Sport Assistant

General

The Junior School Sport Assistant reports to and assists the Junior School Sport Coordinator. This part-time position is three days per week in term time.

Specific Tasks

Cocurricular Sport

The Junior School Sport Assistant is to:

- supervise after school sport training as required
- book sport training venues and buses
- assist with booking coaches for after school sport training and IPSHA Saturday Sport
- enter data regarding sports coaches' hours on Clipboard and Excel
- enter student data into Meriden eVe and eCentral
- create sports draws for IPSHA Saturday Sport
- create sports rolls for after school sport training
- create and oversee sports registrations on Parent Lounge
- organise sports kits and First Aid bags for IPSHA Saturday Sport
- order and oversee the maintenance of sports equipment
- communicate with staff and parents via email and over the phone.

School Events

The Junior School Sport Assistant is to:

- assist with carnival preparation
- attend carnivals as required by the Junior School Sport Coordinator
- order and collect sports trophies
- enter data for Sports Awards Assemblies and end of year Sports Awards Ceremony
- carry out any other reasonable task as requested by the Junior School Sport Coordinator.

Personal Qualities

- have excellent written and verbal communication skills
- have an eye for detail and a "can-do" attitude
- be positive and professional at all times
- be loyal to the School and publicly supportive of the School's decisions.