



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

Sir William Borlase's Grammar School, a member of Marlow Education Trust, is a selective-entry, co-educational grammar school located in the centre of the attractive Thames-side town of Marlow, Buckinghamshire. The school is heavily oversubscribed, having an excellent academic record, placing well on a variety of national league tables. Standards of attainment are well above average. The school also has a justifiably high reputation for its outstanding Sixth Form and the very impressive performance of its school sports teams, performing arts and for its extremely strong and vibrant STEM extra curricular activities.

Sport and PE Administrator

22 Hours per Week

(9.30am-2.30pm Monday and Friday, 10.30am-2.30pm Tuesday, Wednesday, Thursday. There is scope for flexibility around these timings)

Term Time Only (38 weeks per year)

Actual Salary Range £7,881 - £9,378 dependent upon experience

An exciting opportunity has arisen to join our outstanding PE and Sports team. The successful candidate will have experience and knowledge to contribute in a number of areas.

We are very proud of our successful PE and Sport department, which continues to strive for further excellence whilst also offering a broad range of inclusive activities. As a team, all of our teaching and coaching understands the importance of inspiring students whilst having high expectations of all our students. Our shared ethos allows us to provide a broad range of competitive opportunities whilst also implementing a sport for all approach.

This position provides the opportunity to be part of our busy sports programme where you will play an integral role in helping to bring out the absolute best in our students.

For an application form please visit

www.swbgs.com

and click on Job Vacancies

or email asummerfield@swbgs.com for more information

Closing date for applications is 9.00 am on **Tuesday 10th December 2019**

Applications submitted via email should be sent to Mrs Anna Summerfield at asummerfield@swbgs.com

From September 2020, the children of staff with 2 or more years' service will be given priority in the oversubscription criteria in the admissions policy.

The school is fully committed to the DCSF guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools.

**THE MARLOW
EDUCATION TRUST**

Main Duties and Responsibilities:

To support and manage the general administration within the Sport and PE department. To demonstrate excellent customer service and promote the school to all internal stakeholders, current and prospective parents and pupils through face to face, telephone and written communication.

Job Description

Reporting to the Director of Sport and PE;

- Update weekly fixtures spreadsheet and cross-check website.
- Book and confirm minibuses and coaches for all 'away' fixtures.
- Check facilities / pitches / court availability, including booking external pitches / courts.
- To manage general sport and PE administration tasks within the academic cycle.
- Ensure communication material is consistent, relevant and current and distributed to recipients according to the published communication plan.
- Confirm fixtures with opposing schools, before the start of the season and then ahead of fixtures during the season.
- Liaise with PE Team staff and non-PE staff regarding extra-curricular sports commitments, including notifying staff of any student absences due to fixtures.
- Liaise with match officials for fixtures, including organising their expenses.
- Deal with subsequent cup matches and re-arranged / postponed fixtures by 'revisiting' all procedures listed above.
- Deal with 'fixtures-specific' emails on behalf of Directors of Sport, Hockey and Rowing.
- Assist with the planning and organisation of school trips, including tournaments and regattas.
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- Organising and filing of administrative records and files.
- Provide support where required at key school events.
- To undertake other such duties that may from time to time be reasonably assigned by the Head or line manager.
- Assist with the ordering and administration of student 'sports kit'
- Assisting with the administration of membership with Rowing and Hockey.
- The ability to drive a minibus, or the interest in learning to qualify
- Willingness to become a First Aider

Person Specification:

Qualifications	<ul style="list-style-type: none">• Ideally English GCSE• Excellent interpersonal and communication skills• Excellent organisation skills
Experience	<ul style="list-style-type: none">• At least one year of administration experience• Digital media experience would be beneficial
Knowledge, Skills and Personal Qualities	<ul style="list-style-type: none">• Competent and effective user of IT including Word and Excel and the ability to learn SIMS (school database)• Strong written and oral communication skills and the confidence to work effectively with students, staff and parents• Excellent organisational and administrative skills including the flexibility to take on new tasks as they arise and to manage multiple projects• Ability to work under pressure and remain calm and professional• Ability to work independently and as part of a team and to think creatively and laterally• Ability to adhere to confidentiality• Excellent attention to detail and accuracy• A willingness to contribute to the running of the school, to undertake other duties such as first aid, supporting evening events etc.