



ST MARY'S CALNE

Sports Administrator

Job Description

Job Summary

The Sports Administrator will support the Executive Director of Sport and the Director of PE in ensuring the smooth running of the Sports and PE department at St Mary's Calne. The post holder will have responsibility for a wide range of administration and event organisation tasks and will be required to work both independently and pro-actively to support the dedicated team. They may also be required at times to support the PE department at St Margaret's Prep School, the Director of Tennis and the team within the Sports Club.

Position:	Sports Administrator
Salary Range:	17,046-18,811 pro-rata (22,161-24,455 FTE)
Normal Hours:	40 hours per week 8.30 – 17.00 (with 30 minutes unpaid lunch break)
Pension:	Scottish Widows scheme with generous employer contributions.
Holidays:	Term time only contract: 5 weeks paid holiday calculated as part of salary. Term time only staff work 35 full weeks per year and cannot take holiday in term time.
Line Manager:	Executive Director of Sport
Closing Date:	Monday 3 rd January 2022 (17.00)
Interview Date:	Monday 10 th January 2022

The Schools

The campus is home to St Mary's Calne, St Margaret's Prep and the SMC Sports Centre. St Mary's is an independent boarding and day school for girls aged 11-18; St Margaret's is a preparatory school for boys and girls aged 2 – 11. As a community, we thrive amidst a culture of high expectations and the education and extra-curricular opportunities we provide enable our pupils to develop into well-rounded individuals who are equipped to excel as adults.

The Sports Centre, which is used extensively by pupils and staff, is also open to members of the wider community on a membership basis. A School Shop provides uniform, sports equipment, toiletries, stationery and confectionary to pupils and parents.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.

Organisation Structure

St Mary's School (Calne) (which includes St Margaret's Prep) is a company limited by guarantee (00235572) and registered charity (309482). The Sports Centre forms a non-charitable subsidiary company (04111368).

The Calne Foundation Trust (CFI) is a charitable trust (1147327) and company (08049046) that was set up to promote continuing investment in the schools' facilities and to provide funding for bursaries so that children from families not able to afford our fees can nevertheless benefit from all that the schools have to offer.

Benefits of Working at St Mary's Calne

St Mary's Calne is set in its own attractive grounds within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

We offer a friendly and homely working environment, discounted membership of the Sports Centre, complimentary lunch and snacks during term time, and free on-site parking.

Fee remission for dependent children is offered for sons and daughters at St Margaret's (age 2-11) and daughters at St Mary's (aged 11-18). Further details are available from the Bursar.

Main Responsibilities

1. Provide an effective and efficient administration service within the PE department that supports the activities of the teaching staff and helps to ensure delivery of exceptional teaching and coaching.
2. Responsible for the administration of national and international trips being organised by the department including corresponding with parents regarding consent forms and payments and arranging travel, completing risk assessments, accommodation and catering as required.
3. Responsible for the administration of fixtures including confirmation, arranging travel and catering, completing risk assessments, and being a point of contact both internally and externally for all queries regarding fixtures.
4. Responsible for administration and support for department organised events such as Sports Day, Sports Dinner, inter-Company sports, Sports Lectures and visits from the Sport Psychologist.
5. Provide an effective communication service including sending reports for the weekly E-Lily, providing reports for Oxygen magazine, updating social media including SOCS (in line with agreed guidelines) and creating the bi-weekly sports report for Chapel.
6. Liaise with the School Shop to order required kit and also ensuring that any equipment needed is ordered in a timely manner from agreed suppliers.

7. Arrange trophies, medals, certificates and badges as required for competitions, colours and end of year awards.
8. Take and distribute minutes for PE department meetings.
9. Undertake diary management for the Executive Director of Sport, ensure that the PE diary is up to date with staffing and review the school diary on a regular basis to ensure that the department is aware of activities that may impact on sports such as Company Suppers.
10. Receive invoices and submit them for payment using the required avenues. Manage claim forms from PT staff ensuring that they are signed off and submitted for payment by the required deadlines.
11. Ensure that affiliations for sports and tournament entries are paid in a timely manner.
12. Undertake administration for paid extras as required.
13. Assist with the Sports Chapel organisation and support with the Chapel itself.

This list is not exhaustive and the post holder will be expected to perform any other tasks that are reasonably assigned.

Person Specification

	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • NVQ in administration or equivalent training and experience • Evidence of continued personal professional development and expectation of willingness to continue to develop own professional skills. 	<ul style="list-style-type: none"> • Educated to degree level • Sport / PE A Level or equivalent • ECDL
Knowledge and Experience	<ul style="list-style-type: none"> • Significant administration experience • Event organisation experience • Demonstrable experience of delivering exceptional customer service both internally and externally. 	<ul style="list-style-type: none"> • Experience in sports administration • Experience in organising sporting events
Skills	<ul style="list-style-type: none"> • Strong administrative skills including being a highly competent computer user (Microsoft packages, databases etc) • Able to work quickly and accurately with good attention to detail • Good time management skills with the ability to prioritise tasks to achieve multiple deadlines. • Excellent communication skills both written and oral • Able to work well within a team and on own • Proactive approach to work • Resilient and adaptable 	

How to Apply

Further information about the schools may be viewed on the websites: www.stmaryscalne.org & www.stmargaretsprep.org.uk.

An application form may be downloaded from the website or can be sent on request. Please contact:

Recruitment, St Mary's School, Calne, SN11 0DF

T: 01249 857300

E: recruitment@stmaryscalne.org

A fully completed application form, together with a covering letter, should be sent by email.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check. All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are appended as the final page of this document.

Extract from St Mary's School Child Protection Policy

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2021. Our policy takes full regard to Working Together to Safeguard Children 2018 (WT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

October 2021