

JOB DESCRIPTION



**2 x Assistant Sport Coordinators
1 x Sports Administrator**

Department	PE & Sport
Reporting to	Post 1&2: Competition Manager based at William Hulme's Grammar School, Whalley Range, Manchester. Post 3: Partnership Manager based at Our Lady's RC High School, Blackley, Manchester.
Purpose of Job	To support the increase in participation of children and young people in sport and physical activity. To assist and support the PE Association staff team with the Manchester & School Games Programme. <ul style="list-style-type: none"> ■ Support the delivery of school competitions & events. ■ Support the development of young leaders. ■ To provide administration support to the Manchester Schools' PE Association (MPEA) including website & social media updates.
Key Tasks – Operational	
1.	To support the competition, sport & physical activity events in Manchester including all abilities and those young people with a disability.
2.	To provide administrative support to the Manchester Schools' PE Association: <ul style="list-style-type: none"> - Keep www.manchesterschoolspe.co.uk updated with events and information. - Maintain data collection of events. - Liaise with schools and other organisations – emails, phone calls, letters.
Key Tasks – Communications	
5.	To communicate effectively with schools, community organisations and other relevant external bodies.
6.	To represent the Manchester Schools' PE Association views and interests.
Key Tasks – Quality Assurance	
8.	To use quality assurance procedures & make sure delivery is high quality.
9.	Be aware of & meet Child Protection procedures, Health & Safety, Security & Data Protection.
Key Tasks – Management Information	
10.	To make use of performance data.
11.	To provide the PE Association staff team with information relating to the MPEA competitions/events.
Key Tasks – Marketing and Liaison	
12.	Collection of material for press releases and social media.
13.	Promote effective links with schools and other agencies.

Standard Duties -	
14.	To understand the importance of inclusion, equality and diversity and promote equal opportunities for all.
15.	To implement and uphold the policies, procedures and codes of practice of MPEA and host site, including - customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
16.	To take a pro-active approach to health and safety, working with others in MPEA and host site, to minimise and mitigate potential hazards and risks.
17.	To participate and engage with workplace learning and development opportunities, working to continually improve own performance and that of the team & school.
18.	To attend and participate in relevant meetings as appropriate.
19.	To undertake any other additional duties.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main accountabilities and expectations for the post.

This job description will be reviewed as and when necessary in accordance with the needs of the school/academy, Manchester PE Association and the School Games programme.

Date of Issue: September 2021



For more information and to apply contact: p.schofield@olsc.manchester.sch.uk

Closing date: Tuesday 28th September 2021