Assistant Sport Coordinator & Sports Administrator

Manchester Schools' PE Association is looking to recruit 2 x Assistant Sports Coordinators and a Sports Administrator.

What will you be doing?	As an Assistant Sport Coordinator or Sports Administrator you'll be helping to deliver lots of activities and events. You might be welcoming school teams, talking to staff and children, refereeing, coaching and lots more. Here are a few examples.
School Sport competitions (we run over 200 events per year across 26 sports)	Such as:- Primary School Basketball Competitions, Secondary Athletics Competition, Football events, Disability & Inclusion events such as Boccia
School Sport festivals	Such as:- Change 4 Life festivals, Panathlon events
Sports Leadership	Primary Activity Leader training
Coaching & officiating	Where you have a sport or interest you might be using this to coach children, to referee or umpire. We'll provide training if needed.
Where will I be based?	There will be 3 posts based in 2 venues:- **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
Administration	You might be updating the website or social media feeds, sending letters & emails, phoning schools.
Travel	Our events take place on different school sites. You will be expected to travel to events. Costs of travel will be met.
Day structure	Each day varies. Most events take place after school, finishing at 5.30pm. Your day will be flexible to meet the needs of the programme.
Training	Aspire Recruitment will provide key training. Other training will be provided as needed.

Take a look at our website www.manchesterschoolspe.co.uk

and Social Media feeds

Twitter   @McrSchoolsPE   Instagram   @ManchesterSchoolsPE

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

Closing date: Tuesday 28th September 2021