

## **JOB DESCRIPTION**

**Subject to the current agreed terms and conditions  
of employment as set out in the college staff manual**

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<b>Job Title:</b>	<b>Sports Administrator</b>
<b>Job Purpose:</b>	<b>To support the PE Department in the delivery of Collyer's competitive sports programme, sports curriculum and the Duke of Edinburgh Award course</b>
<b>Accountability to:</b>	<b>Head of Sports Academy</b>
<b>Responsible for:</b>	<b>No staff</b>

Key Responsibilities and Key Tasks:

- 1. Co-ordinate the competitive sports programme**
  - a. Provide a full fixture programme for the college's competitive sports teams.
  - b. Ensure the effective and safe co-ordination of student transport to and from sports fixtures
  - c. To support the coaching staff in selecting and supporting the sports teams
  - d. Ensure that adequate sports equipment and kit is maintained and available for each fixture.
  - e. Ensure the administration demands of organising bodies such as AOC Sport and local county schools sports leagues are met.
  - f. Liaise with competitive sports bodies and represent the college on sports groups, where appropriate.
  - g. Book Referees for home fixtures
  - h. Complete Registers for training
  - i. Load fixtures on MyProgress
  - j. Arrange transport to fixtures
  - k. Load students onto the relevant teams for their timetables
  
- 2. To co ordinate the safe operation of the college sports facilities and the upkeep of sports equipment**
  - a. Advise on resource needs for the competitive sports programme and monitor the college sport budget to ensure cost effective operation.
  - b. Ensure the care and security of the sports accommodation and resources.
  - c. Ensure compliance to college and departmental health & safety procedures, so that students participate in a safe and secure environment.
  - d. Ensure that the college sports facilities are kept clean and free from hazards and that requests for repairs and maintenance are made promptly to the premises team.



e. Wash kits after fixtures

**3. Support the delivery of the PE and Sports Curriculum**

- a. Set up and help prepare sports equipment needed for academic practical sports lessons.
- b. Assist curriculum staff in the delivery of sports practical's, where necessary..
- c. Support and liaise with curriculum teaching staff and attend appropriate meetings.
- d. Monitor gym usage and arrange inductions

**4. DofE and any other duties**

- a. Register students for DofE at start of course on EDofE and then monitor students progress
- b. Book campsites for expeditions
- c. Set up fees on MyProgress shop
- d. Coordinate administration with students for all expeditions and load all trips for approval on Evolve.
- e. Order any DofE equipment
- f. Prepare coaches hours for Monthly payroll
- g. Reception cover for 3 hours a week

Reviewed by Line Manager (full name):	Date:
Approved by SLT (full name):	Date: