



Gordon's School

Co-curricular Co-ordinator – Job description

Reports to: Director of Co-curricular

Hours: 9am – 5.30pm Monday to Friday, term time plus 10 days.

Main Purpose of the Job

This role is responsible for providing administrative support to the Co-curricular areas of the school. The role includes ensuring a full programme of activities and the allocation of students to those activities and being responsible for ensuring the trips and visits paperwork is distributed as required.

Duties and Responsibilities

Period Seven Activities

- Oversee all aspects of the Co-curricular Activity Programme, including creating the programme and monitoring and reporting on facilities, transport, attendance, registration and staffing.
- Correspond with parents and Heads of House regarding non-attendance at Period 7 or as required.
- Oversee all Inter-House and in-school competitions, including preparation of rewards and School and House trophies.
- Update SharePoint, SOCS, Bromcom and the co-curriculum area of the website as required.
- Co-ordinating co-curricular team photos and collating students' names & teams (annually).
- Take minutes and action points from Co-curricular meetings e.g. Heads of Sports meeting / Co-curricular Board Meeting.
- To circulate the weekly fixtures and co-curricular activities email to all staff.
- Liaise with students / parents / colleagues and external contacts as required.
- Oversee the Honours Programme award distribution.

Room Bookings

- Oversee the Room Booking System and co-ordinate the required spaces for key events, outside of the teaching timetable.
- Attend Calendar Meetings to engage with key stakeholders about any potential clashes.

Trips and Visits

- Support the Education Visits Coordinator (EVC) by providing coordination and administration of trips and visits.
- Prepare trip packs e.g. student details and copies of Risk Assessments.
- Administration of the Evolve System e.g. setting up new staff accounts. EVC training will be provided.

Health & Safety

- Responsible for ensuring all Risk Assessments for co-curricular activities have been completed, approved and are up to date.

General

- Oversee the Friday afternoon recognition cycle for student success. e.g. pre-departure of major tournaments and newly selected captains
- Manage the Director of Co-curricular's diary.

The above list is not exhaustive and may be altered from time to time with due consultation.

Person Specification

Experience / Knowledge

- Demonstrable experience of Microsoft Suite especially Excel and Word.
- Experience of using databases
- Experience of analysing data
- Ability to write risk assessments. (Desirable)
- Knowledge of running trips and visits. (Desirable)
- Experience of using SOCS. (Desirable)

Personal Skills

- Good interpersonal skills and ability to communicate effectively verbally and in writing.
- Good organisational skills and ability to prioritise workload.
- A respect for the confidentiality of the work.
- Excellent attention to detail.
- Ability to work independently and as part of a team.
- Ability to be proactive and solution-orientated.
- Ability to work under pressure and ensure deadlines are met.

Gordon's School is a Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.