



Gordon's School

PE & Clubs Co-ordinator – Job description

Reports to: Head of Commercial

Hours: PE & Clubs covering a fixed 8.5 hours per week, based on working 13.00 - 16.15 Tuesdays and Thursdays, 15.15 to 16.15 Fridays, plus 1 hour of admin per week. (Additional hours for fixtures on Wednesday may be available, subject to funding) 38 weeks per year.

Main Purpose of the Job

The PE & Clubs Co-ordinator is responsible for planning, organising, and promoting a high-quality programme of physical education, sports, and extracurricular clubs, to years 5 and 6 within the local primary school network.

The Co-ordinator manages timetables, resources, and communication, while monitoring attendance, safeguarding, and health & safety requirement and health & safety requirements, In conjunction with the host school. This is a commercial led programme, with key KPI indicators used to track progression.

Duties and Responsibilities: PE & Clubs

- Provide regular updates to the Head of Commercial.
- Lead all after school club activity at partnered primary schools, in line with their curriculum.
- Grow the PE & Clubs provision across the surrounding area.
- To plan, organise and take teams to fixtures and events on a Wednesday, in line with the school's fixtures calendar.
- Produce a termly activities report.
- Oversee the training of additional staff required for cover and programme expansion.
- Run a minimum of two primary school tournaments at Gordon's school.
- Represent the school professionally in all communications.
- Ensure compliance with both Gordon's School's and the primary school's safeguarding policies and procedures.
- Attending regular programmed staff training sessions as required by the Head of Commercial.
- Maintaining a high standard of customer care in all customer relations; dealing with queries and complaints and reporting any serious incidents/problems to the Head of Commercial in a timely fashion.
- Completing all paperwork as required by the Head of Commercial.
- Complying with Health & Safety at Work regulations.
- Attending meetings as required.

The above list of duties and responsibilities is not exhaustive and may be altered from time to time.

Special Factors

- The PE & Clubs role will be on a fixed working pattern, in line with the local schools termly timetable.
- The Sports Hub role will involve working on a shift pattern which will include weekends and evenings and flexible working.
- You will be required to wear the uniform provided.
- Applicants must be a minimum of 18 years old.

Person Specification

Qualifications and Experience:

- Recognised qualification in Sport, Physical Education, Coaching or a related field.
- Current First Aid qualification (or willingness to obtain)

- Understanding of safeguarding and child protection.
- Experience in planning and delivering sports activities, PE lessons and extracurricular clubs.
- Experience in coordinating activity programmes
- Experience of working as part of a team within an educational, community or sports setting.
- Experience of organising/or contributing inter-school or competitive sporting events.

Personal skills:

- Strong communication and interpersonal skills
- Ability to build and maintain relationships
- Able to manage multiple tasks and meet deadlines.
- Experience of working with children of the relevant age
- Commercial awareness and the ability to achieve results.
- Able to work independently but know when to consult as appropriate.
- Excellent organisational skills.1`
- A team player: agreeable and able to work seamlessly with others and towards the school's aims
- A positive can do attitude.
- Growth mindset.

Gordon's School is a State 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.