

Norwich School

Sports Department Administrator



JOB DESCRIPTION

Job Title: Sports Department Administrator

Reports to: Sports Leadership Team

The school seeks to appoint a highly efficient administrator to oversee the logistics of its thriving sports department. The individual will have experience of providing administrative support in a busy environment, excellent IT skills and, ideally, have a good knowledge of sport in schools. In this dynamic department it is expected that the responsibilities listed below will develop once the post-holder is in place, based on the school's evolving needs and the individual's particular skills.

Specific Responsibilities

Logistics Administration

- In liaison with other departmental administrators, the Sports Leadership Team, Heads of Sport (HoS) and other stakeholders, ensure all internal bookings are complete for fixtures and other sporting events. This includes hospitality provision, estates team support (via the School's booking system), transport and medical cover.
- Be responsible for booking and liaising with external providers of sports facilities, both for school fixtures and Games lessons, ensuring the School gets best value for money.
- Liaise with Transport and Catering teams to book any transport and food required for sport at Norwich School and amend bookings as early as possible to avoid unnecessary costs.

Electronic Systems Administration

- Update the School's management information system (iSAMS) to ensure records of pupil activities are accurate and to enable efficient registration of pupils.
- Manage the Norwich School, School Online Communication System (SOCS) website to ensure all information is consistent, up to date and that any amendments are completed in a timely manner.
- Daily administration updating the pupil Off Games register, travel requests and fixture Leave of Absence requests ensuring all School information systems are complete and accurate.
- Assist with financial processes such as requesting POs for approved purchases and invoices and completing accurate records on the School systems for Games taxi use.
- Take electronic minutes at departmental meetings and display/save in appropriate recording systems.
- To assist with compiling, checking for accuracy and updating sporting fixtures, activities and events on the various School calendars and appropriately sharing such information in a timely manner

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General Administration

- Help compile the weekly sport arrangements document and fixture spreadsheet to share with pupils & parents via SchoolPost and electronically with sport staff and relevant school departments
- Ensure that all relevant pupil information relating to sport is inputted, maintained and up to date each term and shared among all appropriate stakeholders.
- Support both the sports staff and the attendance officer to ensure that registration (especially in the afternoon) of pupils involved in sport is completed.
- Assist the Sports Leadership Team to collate and maintain an up-to-date record of sport choices for all pupils throughout their time at Norwich School.
- Provide administrative support for the staff leading whole school sporting events (including Cup Run and Sports Day).
- Provide administrative support for sports staff leading outreach or admissions-related activities, either on-site or via visits to other institutions.
- Liaise with the Lower School Administration Team and staff to ensure the seamless delivery of sport across both schools and sites.
- Organise sports team photographs on a termly basis.

General

- Be the first point of contact for any sport queries from external people and all stakeholders within the school. Ensure relevant information is disseminated and followed up on where deemed appropriate.
- To monitor and efficiently process the Sports Department email inbox.
- Monitor the department lost property, helping to return named kit to pupils.
- Purchase requests and ordering including stocktaking.
- General department administration and organisation including, for example, notice boards, filing, production of staff lists, and general tidiness.
- Assist with the organisation of in-house catering such as athletes' breakfasts and co-curricular club lunches.
- Assist in the production of the departmental handbook and other relevant publications, as well as with social media feeds.
- Participate in training and other learning activities as required and in the performance appraisal and development review process.
- Be trained as a first aider.
- Undertake other similar duties and activities that fall within the band and role, including other duties that may be reasonably required by the Head or the Line Managers.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

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Other

- Participate in training and other learning activities as required; and in the Probation and Professional Development Review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Head.

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PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
Degree in Sports Science Field		X
A*-C GCSEs in English and Maths or equivalent	X	
Relevant ICT qualifications		X
D1 Driving Licence		X
Hold an appropriate, current first aid certificate		X
Experience		
Experience of providing administrative support for a team of people in a fast moving, dynamic, operational environment	X	
Experience of providing administrative support in an educational environment or equivalent		X
Basic skills and competencies		
Good knowledge of Microsoft Office products	X	
Strong administrative and organisation skills	X	
Personal Qualities		
Be a positive role model to all stakeholders at the School	X	
Be willing to commit to life in a busy department	X	
Excellent communication and interpersonal skills	X	
The ability to work with a wide range of people, staff, parents and pupils	X	
Effective time management skills and the ability to balance competing priorities and achieve deadlines	X	
Be flexible and able to adapt to a dynamic working environment	X	
Ability to work independently and as part of a team, working co-operatively and sensitively with others	X	

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SALARY AND BENEFITS

Salary and Working Pattern

This is a fixed term post with effect from 1st September 2026 to 31st August 2027. The working hours for this role are 37.5 hours per week during term time plus 3 additional weeks. The salary for this post is £24,843 per annum.

Flexibility in working hours and pattern is required to meet the changing needs of the School.

Weekend and Evening Working

The Sports Department Administrator may be required to work during occasional evenings and weekends for school events such as the Open Day and Sports Day and other public events taking place on school premises. Time off in lieu will be awarded for the hours worked on those days.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the School's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the center of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.