



PERSON SPECIFICATION

JOB TITLE	Graduate Sports Assistant
DEPARTMENT	Physical Education (Prep)
SECTION	Preparatory School
LINE MANAGER	Head of Sport (Prep)

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, SKILLS & EXPERIENCE:		
A degree from a recognised university	√	
Coaching qualification		√
Experience in coaching young people		√
Excellent communication skills, with the ability to communicate with people at all levels	√	
Intermediate level computer skills, including working knowledge of Microsoft Office (Word, Excel, Power Point, etc.)	√	
APTITUDES:		
Work outside of normal working hours to attend fixtures etc.	√	
Able to work independently and use initiative	√	
Ability to work well as part of a team, to build trust and openness and be prepared to take direction	√	
Good attention to detail	√	
Ability to juggle many tasks under pressure and within time constraints	√	
Excellent inter-personal skills	√	
Discretion, courtesy, honesty and integrity	√	
Reliable, punctual, diligent and well-organised	√	
Passion, enthusiasm, and ability to motivate and inspire pupils for the sports	√	
Commitment to safeguarding and the welfare of students	√	
Willingness to be involved in the wider life of the school including School open days and other whole school event.	√	
Safeguard and promote the welfare of children	√	
Contribute to the wider school community	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Enthusiastic about working with all children and young people between the ages of 4 and 18	√	
Ability to uphold appropriate standards of behaviour	√	
Discretion, courtesy, honesty, and integrity	√	
Reliable, punctual, diligent and well-organised	√	