



PERSON SPECIFICATION

JOB TITLE	Sports Coordinator / Coach
DEPARTMENT	Physical Education
SECTION	Whole School
LINE MANAGER	Director of Sport

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 good degree from a recognised university		√
Coaching qualification		√
Experience of working in an administrative capacity within a team	√	
Experience of working or coaching girl's sport		√
Experience of coaching one of the school's major sports		√
Excellent communication skills, with the ability to communicate with people at all levels	√	
Excellent level of computer skills, including working knowledge of Microsoft Office (Word, Excel, Power Point, etc.)	√	
APTITUDES:		
Ability 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 continued professional development	√	
Commitment to safeguarding and the welfare of students	√	
Willingness to be involved in the wider life of the school including working Saturdays (to take sport) and Open Days	√	
Safeguard and promote the welfare of children	√	

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

Contribute to the wider school community	√	
Enthusiastic about working with all children and young people between the ages of 4 and 18	√	
Able to uphold appropriate standards of behaviour	√	