

## Rickmansworth School



**Job Description:** School Games Coordinator

**Salary:** H3 pt 5 plus £1,045 fringe allowance  
Pro-rata - Actual Salary: £24,564.33 pa incl. Fringe

**Hours:** 37 hours per week - Monday - Friday  
Term time plus 30 INSET/Additional Days, Maternity Cover Fixed term for up to 12 months

**Line Manager** School Games Organiser

**Notice Period** 3 months

**Purpose of role:** The School Games Coordinator will support the delivery of the National School Games Programme within the Partnership, helping to increase participation in sport, leadership and competition for pupils aged 5–18. The role includes delivering in-school programmes focused on leadership development, health and wellbeing and school sport, while preparing resources, supporting pupils during activities and fostering a safe, inclusive environment. The postholder will also work closely with teaching and sports staff, maintain records and ensure compliance with Health and Safety regulations.

## **Main Responsibilities**

### **Key Areas**

- Increase participation in competitive school sport
- Enhance provision of leadership opportunities
- Enhance delivery of Health & Wellbeing workshops for Key Stage 1-2
- Monitoring and evaluation

### **Increase Participation in Competitive Sport**

#### **Level 1 Competitions**

- Work with SGO to maximise benefits for schools from intra-school (Level 1) competitions
- Plan, organise, and deliver bespoke Level 1 competitions

#### **Level 2 Competitions**

- Assist School Sports Coordinators with planning, organisation and delivery of Key Stage 2 Level 2 competitions (inter-school family cluster events and partnership finals)
- Support SGO with planning, organisation and delivery of Key Stage 3-5 Level 2 competitions (School Games competitions)

#### **Level 3 Competitions**

- Support schools and attend Level 3 competitions (County level)

### **Enhance Provision of Leadership Training and Opportunities**

- Deliver Young Leader training for Key Stage 1-2 pupils across all schools
- Deliver Junior Games Maker training
- Plan and deliver leadership programmes for Key Stage 3-5, including National Governing Body awards and qualifications
- Liaise with key partners to identify wider community leadership opportunities

### **Enhance Delivery of Health & Wellbeing Workshops (Key Stage 1-2)**

- Deliver Health & Wellbeing and Young Leader programmes for Key Stage 1-2 pupils across all schools

### **Monitoring and Evaluation**

- Manage the partnership booking system to ensure schools can easily access opportunities

### **Additional responsibilities**

- Promote the ethos of Rickmansworth School and participate in extracurricular programmes
- Support SGO and Partnership Development Manager with planning and delivery of events (Professional Development, Awards Evenings, offsite visits)
- Promote the partnership via social media and website
- Support development of the RFU School Rugby programme (Key Stage 2-4)
- Undertake other duties of a similar nature as required by line manager
- Act against discriminatory behaviour and challenge or report it
- Maintain Health and Safety of staff and resources, in line with:
  - Health and Safety at Work Act 1974
  - Management of Health and Safety at Work Regulations 1992
- Report any work situations posing danger or shortcomings in Health and Safety arrangements

### **General Duties**

- Participate in the School's appraisal process
- Ensure that principles of equality are upheld in all interactions with staff and students
- Carry out supervisory duties before and after school and at break times as per the published rota
- Adhere to all School policies and procedures
- Contribute towards achieving the School's aims and ambitions as outlined in the Strategic Plan, School Development Plan, and Department Development Plan
- Undertake any reasonable duties related to the job purpose and within the scope of the conditions of service outlined in the School Teacher's Pay and Conditions document
- Play an active role in the School's self-evaluation process
- Work within the School's Health and Safety policy, Safeguarding Policy, and Code of Conduct to help create a safe working environment for staff, students, and visitors
- Ensure compliance with the Teachers' Standards, actively engaging with ongoing learning and professional development

### **Alterations**

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

### **Other Duties:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the

general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

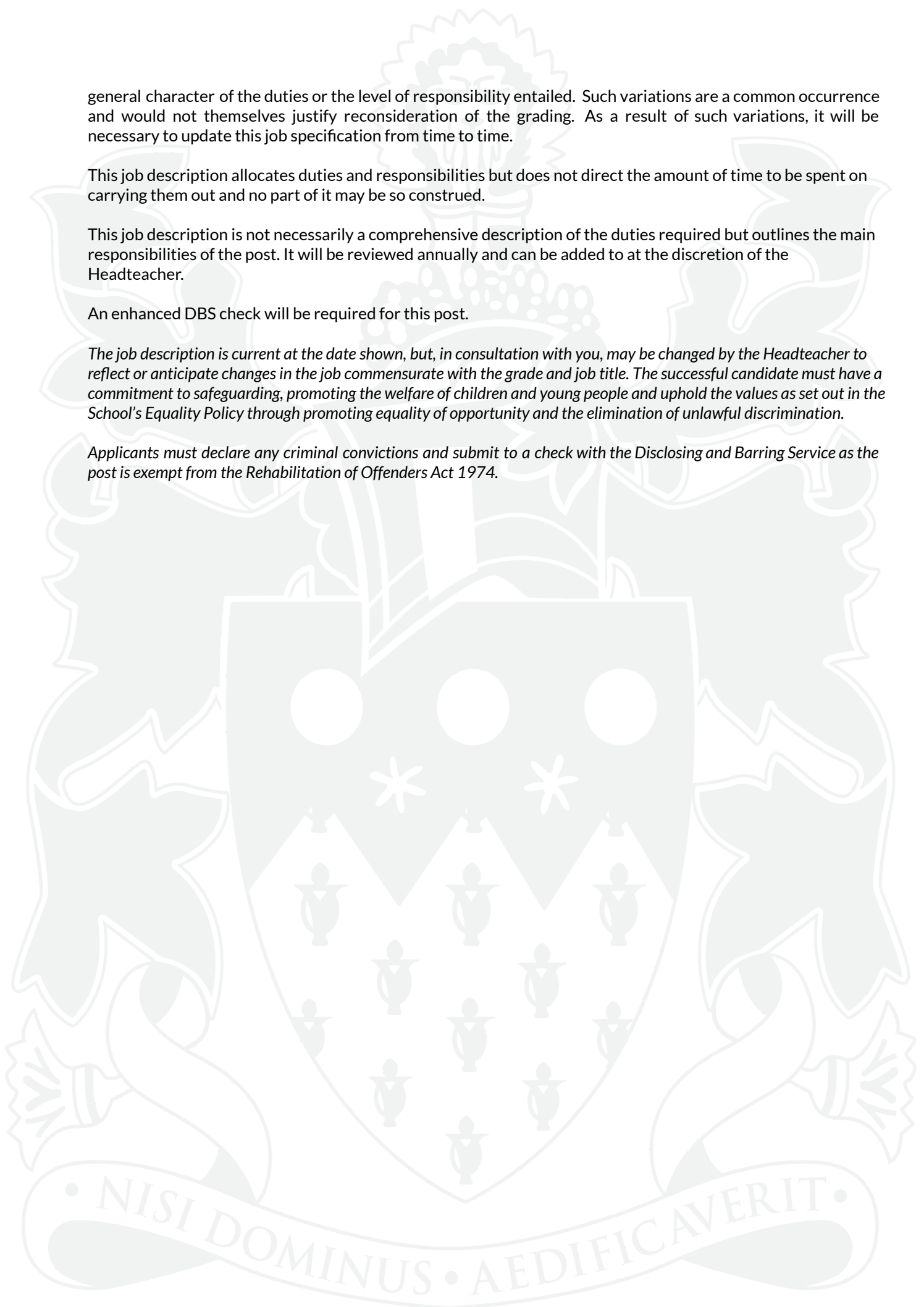
This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

*The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.*

*Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.*



## Person Specification - School Games Coordinator

E - Essential  
A - Application process

D - Desirable  
I - Interview process

	Essential / Desirable	Assessed via?
<b>Experience:</b>		
Experience of working in a sports or education environment.	D	A/I
Actively coached in a school or community sports club	E	A/I
Coached/worked with Primary and Secondary Pupils.	D	A/I
<b>Qualifications and Training:</b>		
Hold functional skills English /Maths or be willing to study (must hold at least one of Maths or English Level 2 and be prepared to obtain the other)	E	A/I
Educated to degree level or equivalent	D	A/I
Qualified Level 2 Coach in a minimum of one sport	D	A/I
Further relevant professional development.	D	A/I
<b>Knowledge:</b>		
Good understanding of sports performance structures and pathways	D	A/I
Good knowledge and understanding of the structures and working of county sports partnerships and school sports partnerships	E	A/I
Working knowledge of local, regional and national sports organisations.	D	A/I
Good working knowledge of Microsoft Office ie Word, Excel, PowerPoint, Outlook.	E	A/I
Good knowledge and understanding of the national curriculum for physical education.	D	A/I
Good knowledge and understanding of leadership, officiating, volunteering accreditations.	D	A/I
Good understanding of inclusion opportunities and pathways for disabled young people.	D	A/I
Current full driving licence and access to a car on a daily basis.	E	A/I
<b>Aptitudes:</b>		
Can communicate effectively through the use of a range of written and oral skills	E	A/I
Self-motivation and personal drive to complete tasks to required timescales and to expected standards	E	A/I
Ability to prioritise effectively	E	A/I
Excellent organisation and personal management skills	E	A/I
To keep calm under pressure and professional at all times in a busy environment	E	A/I
Teamwork is essential for the success of the role	E	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the School	E	I
Must be able and willing to work unsocial hours including evenings and weekends at times	E	A/I
<b>Values:</b>		
The belief that every student can and will achieve their very best	E	A/I
A clear educational vision and passion for English in an educational setting	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Engage with and actively promote Rickmansworth School's sustainability goals	E	A/I
<b>Safeguarding and welfare of the School community:</b>		



The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I

