



VACANCY INFORMATION

Part Time PE and Games Department Administrator





INTRODUCTION

Thank you for your interest in the post of PE and Games Department Administrator at Royal Grammar School (RGS). In this booklet you will find details about the job, salary and terms and benefits that would apply to you in this role.

As a member of the support staff you will be part of a large and friendly community of professionals who support our students' education and experience.

The RGS comprises an independent senior and preparatory (prep) boys' day school based in central Guildford. The RGS senior school has 975 pupils aged 11-18 and the prep school has 315 pupils aged 3-11. The whole school has an excellent reputation and is a thriving organisation from the perspective of pupils and staff.

The RGS employs a wide range of functions including Finance, Human Resources, Estates and Grounds to provide full support across all sites.

This is a term time role with a requirement for 1 additional week in the school holidays this role is part time 18 hours per week spread over 4 days. The salary for this role is circa £9,500 per annum (actual salary) dependent upon skills and experience.

I look forward to receiving your application in due course.

HEADMASTER



SCHOOL VALUES

The RGS is a kind, inclusive, tolerant community where diverse opportunity, personal development, high achievement and collaborative partnership define who we are, and where our values underpin all we do.

Inclusivity

We remain loyal to our founding principles to educate bright local students, irrespective of background or financial circumstances, and we inherently believe in establishing a culture of diversity and acceptance, and in educating our students in a welcoming, tolerant community where each individual is valued and enjoys a deep sense of belonging.

Scholarship

We encourage the growth of intellectual curiosity, independence, creativity, innovation and habits of learning within a scholarly community through inspirational subject specialists who provoke and stretch the students' minds and inculcate a lifelong love of learning.

Integrity

We promote the development of self-discipline and responsibility, spirituality and a personal moral code, and cultivate an ethos where enduring qualities of decency, honesty, courtesy, humility and good humour are celebrated.

Respect

We nurture an atmosphere of mutual respect between all members of our community, and foster self-respect and self-esteem in terms of physical health, emotional maturity and personal well-being, while establishing lasting friendships in a positive, happy environment.

Courage

We develop leadership, teamwork, resilience and life skills through a diverse range of activities where all students, regardless of their talents and attributes, are encouraged to challenge themselves, take appropriate risks and work hard to fulfil their potential.

Collaboration

We work closely with others for mutual enrichment, and encourage a spirit of generosity and service, a sense of perspective, and a firm belief that we can work in partnership with others, locally and internationally, to make a difference and have a positive impact on society.



JOB DESCRIPTION

Reports to: Head of PE

1. Job Purpose

To provide administrative support to both the Director of Sport and the sports department at the RGS. The role specifically aids the smooth running of the Sports Programme.

2. Job description

2.1 Working with the DOS to organise and update registers for games and reporting any unauthorised absences to DOS/Heads of Year to be followed up.

2.2 Working closely with the DOS to book transport for: midweek/weekend fixtures, the weekly PE and Games programme and extra-curricular activities.

2.3 Working closely with the DOS to book facilities for: midweek/weekend fixtures, the weekly PE and Games programme and extra-curricular activities.

2.4 Collating headline achievements and reporting these to: DOS, Heads of Sport (HOS) and Senior Master, relaying these to local media sources when necessary and appropriate.

2.5 Working closely with the school nurse to: organise and co-ordinate the yearly mouth guard fitting sessions, ensure that medical supplies are kept well stocked both in kit bags and at the school's sports facilities, oversee and update the department on the status of pupils on the concussion management programme (R2P).

2.6 Answering all phone calls to the department and dealing with a variety of internal and external enquiries from boys, staff and parents.

2.7 Organising of all sports team photographs.

2.8 Taking and distributing minutes of relevant departmental meetings.

2.9 Work closely with all departmental colleagues to ensure the updating of all notice boards relating to the department.

2.10 Working with the DOS/HOS to ensure catering is booked for all sports fixtures/events.

2.11 Support the DOS/HOS in the planning, preparation and administration of matters relating to school sport events, talks and sports tours.



2.12 Work with Estates Manager to report external booking of any sports facilities to the DOS and the department.

2.13 Work with the department to order equipment as necessary.

2.14 Work with the DOS to ensure that staff kit orders are timely and accurate.

2.15 Work with the HOS and DOS to ensure that medical provision for fixtures and during the school week is booked and appropriate.

2.16 Work with the DOS to communicate with partnership schools about events and competitions run by the department.

2.17 Organising the maintenance of IT equipment within the department through the ICT helpdesk.

2.18 Assisting with any other reasonable requests made by the DOS.

3. Skills and Experience

Essential

3.1 You are proactive, able to use your own initiative, have meticulous organisation skills, a keen eye for detail and the ability to manage your own workload knowing how to prioritise when working to tight deadlines.

3.2 Confidentiality and discretion are a must for this role as are excellent written and verbal communication skills.

3.3 You possess excellent IT skills, proficiency in MS Office applications and are confident when using digital skills and other applications.

3.4 You have experience of proof reading and are able to highlight errors consistently.

3.5 You have a positive can-do and solution finding attitude to all aspects of the role.

3.6 You have the confidence and ability to liaise with people of all ages and backgrounds and deal with all situations calmly and professionally.

3.7 You are capable of independent working as well as working as part of a team.

3.8 To be up to date with policy with regards to GDPR and other associated legislation.

3.9 You are an efficient, organised proactive worker with the ability to constantly reprioritise.



Desirable

To have experience of working in a school.

4. Job requirement

The post holder will be expected to undertake a Disclosure and Barring check from Disclosure and Barring service amongst other safeguarding checks as stipulated by the Department of Education. In addition, safeguarding children in education training must be undertaken.

WORKING FOR THE RGS

Hours of Work	Part time 18 hours per week (inc. breaks). 09:30 – 15:00 Tuesday and Thursday, 13:00 – 15:00 Wednesday 09:00 – 13:00 Friday
Remuneration	Circa £9,500 dependent on experience
Working arrangements	Term time plus 1 week
Private Healthcare Scheme	Private medical cover is available for all staff. This is paid for by the School, but is a taxable benefit so there is an indirect cost to the individual
Pension Schemes for all staff	All support staff are automatically enrolled into the company pension scheme. The level of contribution by the individual is matched by the school up to 4%. If the individual contributes 5% the school will contribute 10%.
Commuting loan	Interest-free loans are available for rail season ticket holders.
Charitable Payroll Giving Scheme	The scheme enables employees to donate regularly from their gross pay to charities of their choice
Dining	A choice of hot lunches, a delicious salad bar and range of desserts are provided daily in the Staff Dining Room during term time.
Free use of school gym	The school gym is available for staff to use at specific times.
Parking	Free car parking for all staff provided in the heart of Guildford.

If you would like to know more about the RGS please visit our website www.rgsq.co.uk.



If you have any questions, please contact the HR Department on 01483 887165 (email recruitment@rgsg.co.uk). The HR department is open from 8.30am to 4.30pm, Monday to Friday.

The closing date for receipt of an application is 17th December 2021. Interviews will be held on 7th January 2022.

EQUAL OPPORTUNITIES

The RGS aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The RGS welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available.

SAFEGUARDING THE WELFARE OF CHILDREN

All employees of The RGS have a responsibility for and commitment to safeguarding and promoting the welfare of children. All staff at RGS are expected to understand and follow the School's detailed Policy on Safeguarding as part of their professional responsibilities.

RECRUITMENT OF EX-OFFENDERS & SECURITY OF DISCLOSURE INFORMATION

The RGS meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. It is of fundamental importance to the RGS and RGS Prep. to ensure, so far as possible, that those who take up appointments do not pose a risk to the children in its care.

Further details will be sent to applicants invited to interview which will expand on the above.

APPLICATION PROCEDURE

All applications will be acknowledged. All applicants will be notified after the closing date whether or not they are to be invited to interview. Successful applicants will be advised of the date and time of the interview and the form the interview will take. References will normally be taken up prior to interview as will proof of identity and domicile. Candidates unsuccessful at interview will receive written notification.

APPLICATIONS

All applications should be submitted via the RGS website and consist of:

- a covering letter addressed to the Headmaster, Dr JM Cox; and
- a fully completed application form.

Note : The necessary forms may be found on the School website along with the Safeguarding Policy. The School's website is www.rgsg.co.uk

