

POSITION DESCRIPTION

Title: SPORTS COORDINATOR	Reports to: Head of Health, Physical Education and Sport
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PRIMARY PURPOSE OF THE POSITION:

To assist with the Wellesley sports programme, coordinating arrangements to ensure the smooth running of sports events
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KEY RESPONSIBILITIES:

Interschool Fixtures & Zone Sports	Assist with the organizing and running of these events including run sheets, gear bags, first aide kits Booking grounds, preparation of coms for parents staff and EDM Liaise with office and catering re busses, catering
Junior Programme	Assist with the organisation of the programme and supervision of outside providers
Sports Academies	Assist with proposals and administration of sports academies run at Wellesley.
Education Outside the Classroom	Assist with new EOTC requirements
School Website	Assist with the update as required
School Sports Programmes	Assist with management of team entries, registrations and coaches as directed
Other	Assist the Head of Physical Education as directed
Health and Safety	<ul style="list-style-type: none"> – Comply with Wellesley School’s health and safety policy and practices – Observe safe work practices in accordance with school policy, training and instruction – Identify, report, and, where appropriate, action risks/hazards in order to ensure the risk does not occur or recur
General	<ul style="list-style-type: none"> – Consistently demonstrate the values of Wellesley College – Undertake other duties as determined by the Principal to meet school objectives and strategic goals

RELATIONSHIPS/INTERACTIONS:

External	Internal
<ul style="list-style-type: none"> – Parents – Suppliers – Contractors 	<ul style="list-style-type: none"> – Students – Teachers – Senior Leadership Team – Principal – Board of Trustees