

**Hornby High School
Sports Co-ordinator
Job Description**

Responsible to: The Principal

Functional

Relationship with: Head of Physical Education, Deputy Principal and Executive Officer

Primary Objects To be responsible for the day to day organisation of sporting and other leisure activities so that they best meet the needs of as many students as possible.

Key Tasks:

1. Helping to ensure that our students have the chance to participate in a wide range of sporting activities
2. Day to day organisation and promotion of such activities as:
 - a. interval and lunchtime activities
 - b. inter-school sports exchanges
 - c. Wednesday sports teams
3. Where coaches, instructors or managers are not available from within the school, to help arrange external coaches and managers for as wide a range of activities as possible.
4. Develop and maintain links with local community sports clubs.
5. Oversee maintenance of sports gear control, its distribution, use, and collection.
6. Collect any fees associated with the various activities, control the distribution of sports uniforms etc, and keep accurate records of this.
7. Attend inter-school meetings of sports co-ordinators and other meetings as required.
8. Keep staff and students informed of events by attending staff meetings and assemblies as appropriate.
9. Set up and maintain a record of student involvement in sport activities.
10. Undertake other tasks as negotiated.

Hours of work: This is a part-time position which offers 30 hours of work per week during the school term.

Signed: _____

Date: _____