

Post: Sports Administrator

Date of Issue: June 2025



**Wellingborough
School**

Founded 1595



The School

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim. The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award might be the 'big five', but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

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The Role

Start Date: September 2025

Hours: 30 hours per week, Monday to Friday between 08.30 to 16.30 (flexibility is required)

Contract type: Permanent, Part Time, Term Time

Reporting to: Director of Sports (DoS) and Whole School Senior Administration Officer

Disclosure Level: Enhanced

Salary: £15,600 per annum

Objectives:

To provide comprehensive administrative support to the Sports Department, ensuring the smooth and efficient operation of all sporting activities, fixtures, and events across the School. The Sports Administrator will play a key role in communication, scheduling, logistics, and record-keeping, supporting both curricular and co-curricular sport.

Principal Duties

The successful candidate will work closely with the P.E. and Games staff, the Head of PE and Administration Team for the whole School (Reception - Year 13) whilst liaising with external schools, sports organisations and School transport Supervisor.

General

- Provide day-to-day administrative support to the Sports Department.
- Maintain accurate records of fixtures, results, team selections, and pupil participation (via SOCS and internal systems).
- Communicate effectively with staff, pupils, and parents regarding sporting events, changes, and key information.
- Assist with the organisation and logistics of major sporting events, including Sports Day, inter-house competitions, tournaments, festivals and Sports Awards Evening.
- Draft and distribute high-quality communications, including newsletters, emails, PDFs, and social media posts.
- Ensure all sports-related communications are timely, clear, and in line with school policies.
- Assist the Administration Team with trophies and awards for the end of Term Assemblies.

Fixtures & Scheduling

- Coordinate the fixtures calendar in collaboration with the Director of Sport and Heads of Sport and liaise with the Whole School Administration Officer for the School Calendar.
- Liaise with opposition schools to confirm fixtures and logistics.
- Manage fixture cancellations and communicate changes promptly to all relevant parties.
- Support pre-season fixture planning and communication with staff, students, and parents

Transport and Facilities

- Ensure efficient transport scheduling to balance cost and convenience.

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- Book and manage sports facility and room usage during the School day and liaise with the Assistant Bursar.
- Liaise with the site team to ensure sports areas are prepared and maintained for use.

Equipment and Resources

- Maintain an accurate inventory of sports equipment and uniforms.
- Support the ordering, distribution, and storage of kit and supplies.
- Oversee the maintenance of sports display boards and ensure awards and recognition items are updated regularly.

Games Administration

- Coordinate Games options for all pupils and maintain accurate records of selections.
- Manage sign-ups and process changes, ensuring alignment with overall co-curricular plans.
- Track pupil attendance and follow up on absences where required.

Tours and Trips

- Liaise with the School Educational Visits Coordinator for the planning and administration of sports tours and trips and risk assessments.

Communication and Marketing

- Manage and regularly update the school's sports social media platforms with news, photos, results, and highlights.
- Design professional PDFs for termly sports reviews, and marketing materials.
- Lead on promotion and communication of sports camps and extra events and liaise with the School Assistant Bursar.

Compliance and Risk

- Assist in drafting, reviewing, and maintaining risk assessments for all sports activities.
- Ensure medical and emergency contact information is available for all fixtures.
- Collate and file accident reports, incident logs, and ensure compliance with school health and safety policies.
- Support the Director of Sport with safeguarding procedures, including data protection in line with school policy.

Staffing and Support

- Coordinate staff cover for absent PE and coaching staff in collaboration with the Director of Sport.
- Provide administrative support for GCSE and A-level PE teachers, including exam preparation and resource distribution.

External Engagement

- Support coordination with external sports clubs, governing bodies, and community partners.
- Foster strong working relationships to enhance external opportunities and partnerships for pupils.

Scholarships and Recruitment

- Prepare and manage marketing materials to promote sports scholarships and support recruitment initiatives.

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- Assist with scholarship days and related communications.

Additional Responsibilities

- Undertake any reasonably requested additional tasks required by the Director of Sport or Senior Leadership Team to ensure the smooth running of the sports programme.
- Support the Senior Whole School Administration Officer as required
- Provide support and cover for Administration Team and Reception if required

Revision of Job Description:

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free use of the School's fitness facilities, and subsidised use of our other facilities on an availability basis
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

The Process

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to recruitment@wellingboroughschool.org by **9am, Monday 23rd June 2025**.

Interviews will take place on Friday, 27th June 2025.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster



Person Specification

Sports Administrator

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> - GCSEs including English and Maths - Proficient in Microsoft Office suite - First Aid qualification or willingness to obtain 	<ul style="list-style-type: none"> - Sports-related qualification or administrative diploma - Safeguarding training
Experience	<ul style="list-style-type: none"> - Administrative experience - Experience in a school or sports setting - Experience managing schedules/bookings 	<ul style="list-style-type: none"> - Familiarity with systems like SIMS or SOCS - Experience organising sports events/trips - Liaising with transport or fixture agencies
Skills & Abilities	<ul style="list-style-type: none"> - Excellent organisation and time management - Strong written and verbal communication - Accuracy and attention to detail - Able to work independently and collaboratively - Handles confidential information professionally 	<ul style="list-style-type: none"> - Able to produce newsletters, match reports, or social media content - Creative approach to promoting school sport
Knowledge	<ul style="list-style-type: none"> - Understanding of safeguarding (training provided) - Awareness of school sport logistics 	<ul style="list-style-type: none"> - Knowledge of school leagues and governing bodies - Understanding of fixture planning tools or systems
Personal Qualities	<ul style="list-style-type: none"> - Enthusiastic and proactive - Reliable and punctual - Calm under pressure - Passionate about school sport and physical activity - works well in a team - sense of humour 	<ul style="list-style-type: none"> - Willing to go the extra mile - Reflective and open to feedback
Other Requirements	<ul style="list-style-type: none"> - Commitment to school values - Willing to engage in CPD 	<ul style="list-style-type: none"> - Experience supporting or attending school sports tours/events