



## JOB DESCRIPTION

<b>Department:</b>	Sport
<b>Post:</b>	Sports Administrator
<b>Responsible to:</b>	Deputy Director of Sport
<b>Job Purpose:</b>	The Sports Administrator plays a key role in supporting the smooth and efficient operation of the school's sports programme, with a primary focus on Football and Rugby administration, as well as coordinating aspects of the Outdoor Education provision. This role ensures high-quality organisation, communication, and compliance across fixtures, events, and trips, contributing to an outstanding experience for pupils, staff, and visiting schools.

### MAIN DUTIES AND RESPONSIBILITIES

- Safeguarding children is the responsibility of all members of Millfield staff.

#### **Sports Administration (Football & Rugby)**

- Coordinate all Football and Rugby fixtures, including scheduling, confirming matches, arranging officials/referees, and managing pitch allocations.
- Prepare and distribute weekly sports schedules, team sheets, and logistics to staff, pupils, and parents.
- Maintain accurate records of fixtures, results, squad lists, and player availability.
- Liaise with coaches to manage equipment requirements and ensure kit, balls, and resources are organised for training and matches.
- Use the school's sports management system (e.g., SOCS or equivalent) to update fixtures, results, and transport arrangements.
- Provide administrative support to ensure departmental compliance, including student registration, safeguarding adherence, and implementation of health and safety measures such as risk assessments
- Support the organisation of tournaments, festivals, and inter-house competitions.
- Manage communication with external schools and governing bodies regarding fixtures, cancellations, and event protocols.
- Assisting with administrative tasks across sport, if and when required.

#### **Outdoor Education & Trips Coordination**

- Assist the Head of Outdoor Education in planning and administering trips, expeditions, and activity days (e.g., Duke of Edinburgh, Sports Tours, walking, water sports).
- Support the creation and distribution of trip documentation including itineraries, consent forms, risk assessments, and kit lists.
- Liaise with external activity providers, transport companies, and venues to secure bookings and confirm logistics.
- Track pupil participation, permissions, medical information, and compliance with school safeguarding and trip policies.
- Manage budgeting processes, including raising purchase orders, invoicing, expenses, and monitoring trip-related costs.

- Ensure all Outdoor Education activities meet health and safety standards and regulatory requirements.
- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.

**PERSON SPECIFICATION**

**Essential:**

- Strong organisational and administrative skills with excellent attention to detail.
- Ability to prioritise, manage multiple tasks, and work under pressure in a busy environment.
- Confident communicator with staff, parents, pupils, and external organisations.
- Proficient in MS Office and digital management systems.
- A flexible, proactive, and collaborative approach.

**Desirable:**

- Experience working in a school, sports club, or education setting.
- Familiarity with sports administration systems such as SOCS.
- Knowledge of Football and Rugby structures, fixtures, and governing body requirements.
- Experience supporting Outdoor Education or trip planning.

*Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.*

*We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.*

*Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.*

.. I understand the duties and commitment statement listed above.

.. I require clarification of the duties listed above.

Signed:.....

Print Name: .....

Date:.....