

Personnel Specification
Sports Co-ordinator

Attributes	Essential	Desirable	How Identified
QUALIFICATIONS & TRAINING	Good standard of education to GCSE equivalent in PE, English, Maths and ICT Skills.	Current first aid qualification Qualifications linked to primary education Sports coaching qualifications A Level in PE or equivalent Minibus driver trained	Application form Certificates
EXPERIENCE	Experience of working with children.	Experience in the planning and delivery of sporting activities. Experience of working with a primary school. Experience of working within a team.	Application form Interview References
SKILLS, KNOWLEDGE AND APTITUDE	Ability to follow instructions as required. Experience of following plans/guidance in small group work. Knowledge of safeguarding procedures.	Knowledge of writing risk assessments. Knowledge of Real PE Programme. Knowledge of Safe Practice in Physical Education School Sport & Physical Activity.	Application Form Interview
TRAINING	Willingness to undertake any training made available through the school.	Recent relevant training. First aid training. Safeguarding training.	Application form Interview
DISPOSITION/ ATTITUDE	Reliable Ability to establish positive relationships especially with children. Ability to work as part of a team. Patient and sensitive to the needs of children. Ability to work under teacher direction. Ability to respect confidentiality. Enthusiastic and versatile. The ability to be calm and patient whilst working with primary age range children. Be consistent in expectations of behaviour.	To be able to use initiative and explore learning possibilities.	Application form Interview References