



Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Sports Assistant	Reference: January 2023
Function/Department	Sport	Location: AIS
Manager Title	Head of Sport	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- The AIS Sports Assistant will be required to provide administrative, physical, and organisational support to the AIS Sports Department in growing and developing the AIS Program. The Sports Assistant will work closely with the Sports Activities Coordinator, Head of PE and Head of Sport.

Specific Responsibilities

Aim: To provide support to the Physical Education, Representative and Co-curricular Sporting programs at AIS

Major accountabilities

Administrative Assistance

- Proficient skills with regards to Word, Excel, and PowerPoint in order to prepare documents and enter data
- Excellent English (both verbal and written) as the successful applicant would be required to answer the phone, take messages, and send emails.

Physical Education Class Support

- A knowledge of and interest in Physical Education as the successful applicant would be required to support the Physical Education teacher during lessons

Assistance with Sport Carnivals, Tournaments, afternoon fixtures and training sessions

- An ability to assist staff with the set up and pull down of our major school sport carnivals and tournaments throughout the year
- Assist with the daily set up and pack up of afternoon Participation and Representative sport activities
- Where possible, assist with the daily set up PE lessons
- Some weekend work would be required

Care and maintenance of sports equipment

- Ensure all storerooms are organised and equipment is maintained and ready for use

Interpersonal skills

- Ability to work collaboratively, effectively and respond to changing and challenging environments
- Communicate and relate well to a wide range of people and groups
- Demonstrate initiative, enthusiasm, and a willingness to be a part of Sport at AIS



- Bilingual (English/Local Spoken Language) skills would be an advantage

Desirable

- Experience with data base applications
- Ability to create systems / procedures to streamline effective completion of recurring tasks
- Ability to communicate effectively via a variety of means – especially electronic – within a large organisation
- Excellent English (both verbal and written) as the successful applicant would be required to answer the phone, take messages, and send emails
- Ability to speak two or more languages is an advantage

It is the the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Ability to work after hours on weekdays and on some weekends
- Good working knowledge of MS Outlook, Office, Excel, and PowerPoint
- Ability to communicate effectively via a variety of means – especially electronic – within a large organisation

Qualifications & Skills

- Experience – have worked in sports industry

Contacts

- Sports department

Working Conditions

- Some weekend work may also be required
- Some overseas travel may be required

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Work hours to be advised but a typical day will begin between 8:00 and 10:00AM and end between 4:30 and 6:30PM. Weekend work will be required up to three (3) times per term, twelve (12) times per year.