



## **St Paul's CofE Junior School**

### **Job Description – Games and Play Assistant**

School:	St Paul's Church of England Junior School
Responsible to:	Games and Play Assistant
Grade:	Grade 4, Point 18-21 £18870 - £20541 with Local Government Pay Scales

#### **Objectives**

- To support the Games and Play Coordinator in enhancing sporting provision for all pupils.

#### **Responsibilities**

- To promote a school wide approach to fitness and sports as part of a healthy lifestyle.
- To assist with the daily lunchtime games activity and ensure appropriate equipment is set out and cleared away afterwards
- Be mindful of health and safety requirements and ensure games are played safely
- Ensure the PE shed is kept tidy and report any equipment that is damaged or missing to the Games and Play Coordinator
- Maintain all relevant paperwork to show progress and participation
- Accompany children to external sports fixtures if required and if available
- Administer First Aid if required, training to be provided.



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### Person Specification – Games & Play Assistant

Attributes	Essential	Desirable
Experience		Previous experience of working within a school/sporting environment
		An excellent understanding of safeguarding, including Keeping Children Safe in Education Part 1
Skills / abilities	Ability to work within a team	Positive behaviour management strategies
	Working knowledge and interest in fitness	
	Excellent communication and interpersonal skills	
	The ability to motivate and bring out the best in every child	
	Confidentiality at all times.	
	Good initiative and the ability to work independently	
Education and Training	Good standard of general education including Maths and English	
Personal Qualities	Positive and enthusiastic	
	Caring and flexible approach to work	
	A good listener and sensitive to pupils needs	
	Good sense of humour	
	Full, clean driving licence	

Essential ~ without which a candidate would be rejected.

Desirable ~ useful for choosing between two strong candidates

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability to meet the requirements of the post.