



The West Bridgford School



Extra Curricular Co-ordinator Application Pack



East Midlands
Education Trust



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Headteacher

The West Bridgford School

20th May 2022

Dear Applicant,

Re: Extra Curricular Co-ordinator – Permanent

Thank you for your interest in the above post. The Governors are seeking to appoint an Extra Curricular Co-ordinator.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon on Monday 06th June 2022.

Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM

The West Bridgford School

Loughborough Road, West Bridgford, Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: recruitment@emet.uk.com

Secondary Roll: 1749 including 418 in Post-16

Part of the East Midlands Education Trust



Extra-Curricular Co-ordinator – Permanent

32.5 hours per week- Term-Time Only

Scale 2 Points 4 to 5, £19,264 - £19,650 pro-rata,

(Actual salary £14,425 - £14,714)

The West Bridgford School requires an Extra-Curricular Co-ordinator. This is a newly created permanent position, with working hours of 10:00am to 5:00pm Monday – Friday, 32.5 hours per week, term-time only. The successful candidate must be versatile and will be committed to providing a first-class service to the School and Community we serve.

The post holder will provide administrative support to the Services Manager, Extra -curricular activities and The Duke of Edinburgh Awards. You will also be the first point of call for the school's lettings system and manage the attendance of pupils for the Extra School activities to offer support where necessary to keep children safe.

Candidates should enjoy working as a member of a team and be able to demonstrate excellent communication, literacy, numeracy and ICT skills. Computer systems are an essential part of the school office environment and therefore an ability to use Microsoft Office is essential; experience of SIMS would be useful but full training will be given.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.uk.com

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is at 12-noon, Monday 06th June 2022



The West Bridgford School

JOB DESCRIPTION Extra-Curricular co-ordinator

Grade:	Scale 2, point 4 – 5
Salary:	£19,264 - £19,650, pro-rata (actual salary will be £14,425 - £14,714)
Responsible to:	Services Manager
Hours of work:	32.5 Hours per week, 10.00am – 5.00pm (Monday to Friday), with half an hour lunch (unpaid); – Term Time Only.
Other information:	Appointments made are subject to the receipt of satisfactory references and a clear Enhanced DBS check.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Main Purpose of the Post

- Support with the administration and support in the organisation of local out of school activities including Evolve system for sporting fixtures and Duke of Edinburgh Awards. Working with departments across the school to ensure that all safeguarding requirements are met under The West Bridgford Schools Safeguarding policy.
- Provide administration support, including working with the Duke of Edinburgh's electronic system, this may include letters and organisational support to the trip leaders.
- Assist and advise Parents on their child's attendance to after school clubs. Offering support where necessary to keep children safe.
- Providing out of school hours support to the leaders of Extra-curricular activities, school based or off-site visits.
- Creation of reports, working with the Student Services Manager to create data reports on extra-curricular activity attendance.
- Be the first point of call for the School hire lettings system. Ensuring bookings are approved/declined in a timely manner, working with the Service Manager/ Site Manager on facility hiring.



- Knowledge of safeguarding procedures. The West Bridgford School would provide training to support the role.
- Be the first point of call and manage the phone and e-mail communications for extra-curricular activities. Working with activity leaders to ensure the smooth running of their activity and keeping students safe.
- To assist and provide support to the Services Manager as required.
- Design reports for Senior Leadership Team to advise on attendance groups to each club, distinguishing between SEND, G&T or specific groups as requested specifically for monitoring purposes.
- Confirming the Lettings diary weekly with the Site Manager

Duties and Responsibilities

General:

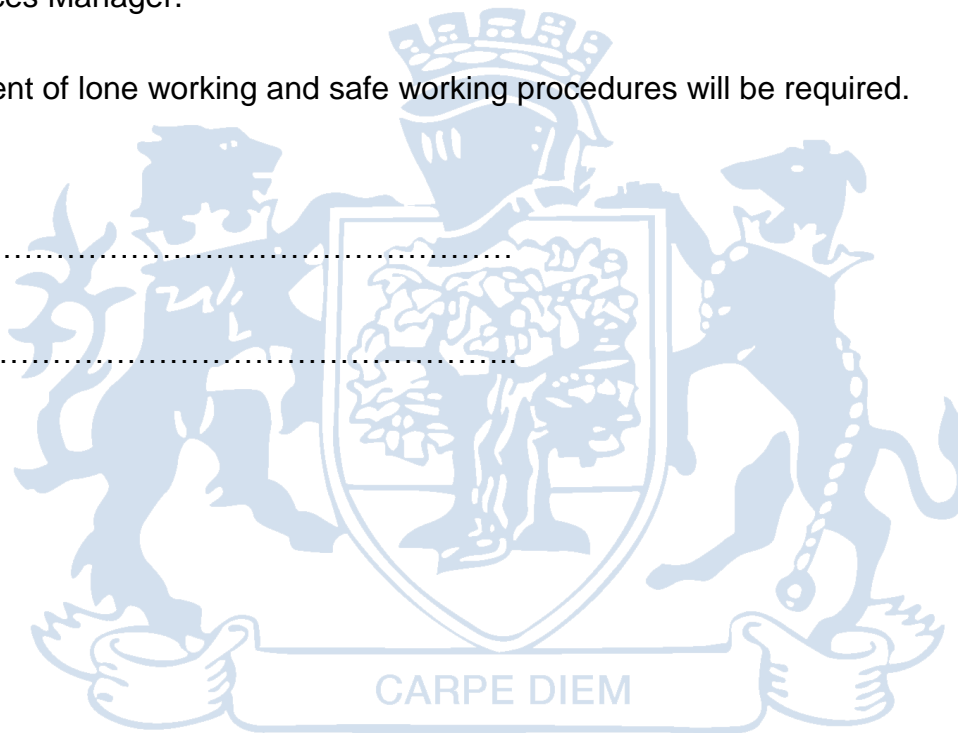
- Updating the 'InVentry' system of new students or new cards. Working with IT to resolve any issues around School hire or 'InVentry'.
- To support with the organisation of expedition material for the Duke of Edinburgh Award Manager. Be the first point of call for all trip communication from external agencies. Working with the EVC to ensure all necessary health and safety paperwork is added to the evolve system.
- Prepare reports for Senior Leadership Team, checking data and making the information accessible via the schools' systems for Senior staff via Teams filing.
- Help staff to upload risk assessments, student registers and upload information as required for any activities off site. Support staff to resolve issues in a timely manner via the Evolve system.
- Support staff and keep contact with staff whilst off site and out of school visits, monitor the registers taken out of school hours and assist SLT and department leads on missing registers for an activity.
- Be the main point of contact for extra-curricular and lettings during the contracted hours and pass on any messages to the appropriate staff in a timely manner.
- Provide consent information, with medical details of students attending trips to the trip leader in a timely manner. Producing accurate registers.
- Provide first aid assistance to staff, students and visitors as required (training will be given).



- Supporting staff with letters home for consent and retrieving consent via EV4 forms or the Parent pay system.
- Contribute to the maintenance of after school club reports and liaising with staff on any changes to after school activities. Maintaining attendance data to activities.
- Responsible for sharing information on after school activities throughout the week. This includes, school website, Brightspace and school notice boards.
- Undertake any other duties, which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as directed by the Services Manager.
- Element of lone working and safe working procedures will be required.

Signed:

Dated:





The West Bridgford School

PERSON SPECIFICATION Extra-curricular Co-ordinator

<u>Qualifications/training</u>	
5 GCSE's including English & Maths	Desirable

<u>Experience</u>	
Office Administration	Essential
Previous experience of working in a School/College environment	Desirable
SIMS experience	Desirable

<u>Skills</u>	
Good organisation skills and record-keeping skills	Essential
Good communication and telephone skills	Essential
Ability to work in a team	Essential
Typing Skills	Essential
IT Reporting systems development	Desirable
Innovation and adaptation of systems	Desirable

<u>Qualities</u>	
Suitable for work with children	Essential
Enthusiasm for working with children of all ages	Essential
Willingness to continue learning and developing the role to meet the changing needs of the School	Essential
Commitment to excellence and personal endeavour	Essential
Empathy with children and their varied needs	Essential
Versatility	Essential
Flexibility	Essential