



School Games Organiser

Start date: September 2024 /January 2025

Salary: Dependent on experience and qualification

Part time, Term Time, Fixed Term until 31st August 2025 (reviewed annually subject to funding)

We have a unique opportunity within our PE department for a School Games Organiser to work on behalf of Cirencester Kingshill in partnership with Sports England/Youth Sports Trust.

This opportunity is of great importance to our school with the successful candidate being instrumental in championing the vision and mission of the School Games program. The School Games Organiser will make a positive and meaningful difference in the lives of children and young people through sports and physical activity by being responsible for planning, coordinating, and executing the School Games in the school across other schools in the area. The focus will be on addressing national priorities, such as tackling inequalities promoting youth engagement, and enhancing physical literacy through the School Games.

The ideal applicant will have:

- Proven experience in event planning, community engagement, or youth development.
- A passion for promoting physical activity and sports among young people.
- Commitment to addressing inequalities and fostering inclusivity in sports and physical activities.

We are also recruiting a Primary PE Liaison Officer, we invite applicants to consider themselves for this position alongside, however we also invite applicants who are only interested in the one position. Should the successful candidate be considered for both positions, time split between the two roles could be flexible depending on the size of each network.

Hours

22 hours per week

3 days – flexible on the day between Monday – Friday, ideally including a Thursday.

The above hours include a 20-minute paid break (if working more than 4 hours per day) to be taken at times agreed with the Line Manager.

office@cirencesterkingshill.gloucs.sch.uk
www.cirencesterkingshill.gloucs.sch.uk

Registered in England and Wales number 7686390

Salary Scale

Grade I, point 22-30
depending on experience

Full-time equivalent:
£31,364 - £38,223

Part-time per annum:
£16,004 - £19,504

Holidays

The post is term time only, plus INSET days (44.75 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Application Form for Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of School Games Organiser

Please email completed application forms and relevant documentation to:

jobs@cirencesterkingshill.gloucs.sch.uk

or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

Closing date for receipt of applications:

9.00am – Monday 8th July (we reserve the right to close applications early as this position is urgent)

Interview Date: TBC

We look forward to hearing from you. If you require any further information please do not hesitate to contact the Personnel department on 01285 651511 ext. 203, or email: jobs@cirencesterkingshill.gloucs.sch.uk



CIRENCESTER
KINGSHILL
SCHOOL

Kingshill Lane
Cirencester
Gloucestershire
GL7 1HS

01285 651511

shaping greater futures



POST: Schools Games Organiser

LOCATION: Cirencester Kingshill School – 11 – 16 Secondary School

HOURS: 22 hours per week - Monday – Friday

These hours include a 20-minute paid break (if working more than 4 hours per day) at times to be agreed with your Line Manager.

GRADE: I

RESPONSIBLE TO: The Deputy Head and the Head of P.E. and through the Deputy Head and the Head of P.E. to the Head and Governors.

LINE MANAGER: Head of PE

ASSOCIATED LINKS: SLT, PE Faculty, Sports England, Youth Sport Trust, Active Gloucestershire, NGBs, County SGO group, National PE links

PEOPLE RESPONSIBLE FOR: Administrative Assistant to the School Games Organiser

MAIN PURPOSE OF THE ROLE:

As a School Games Organiser, in partnership with Youth Sports Trust your role is instrumental in championing the vision and mission of the School Games program to make a positive and meaningful difference in the lives of children and young people through sports and physical activity. You will be responsible for planning, coordinating, and executing the School Games in your designated area. Your focus will be on addressing national priorities, such as tackling inequalities, promoting youth engagement, and enhancing physical literacy through the School Games.

MAIN RESPONSIBILITIES RELATING TO LEADERSHIP

- Create and maintain a comprehensive development plan for the academic year, outlining strategies to engage young people and schools/academies in the School Games. Update the plan each term based on local insights and needs.
- Foster community connections to ensure ongoing participation in sports and physical activities beyond the School Games, providing young people with lasting opportunities to engage in physical activity.
- Utilise the events calendar to upload a termly offer of events and activities that align with the School Games' vision and mission. Ensure each activity has a clear intent to benefit the young participants.
- Work with local insights and youth engagement to identify young people and schools/academies from underserved communities that would benefit most from targeted School Games initiatives.

- Develop case studies to showcase the positive impact of the School Games on local priorities. Share these success stories locally and nationally through effective storytelling.
- Collaborate with key partners, including schools/academies, National Governing Bodies of sport, Active Partnerships, community groups, and parents, to ensure inclusivity, safety, and meaningful engagement.
- Engage key stakeholders to advocate for the value and benefits of the School Games, fostering support from local leadership teams, Public Health representatives, and parents.
- Prioritise resources to implement youth engagement initiatives, giving young people a voice and choice in shaping School Games opportunities.
- Work closely with schools/academies to maintain and increase their active participation in the School Games. Identify schools/academies that are not engaged and develop strategies to improve their involvement.
- Provide schools/academies with professional development opportunities and communication to enhance their understanding and implementation of the Chief Medical Officer's recommended 60 active minutes

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

Other Conditions

Holiday entitlement

The post is part time, term time only plus In Service Training days which totals 44.75 weeks of the year.

The above includes 25.5 days paid holiday pro rata which increased to 30.5 days after 5 years continuous service, plus statutory holidays pro rata.

Holidays must be taken during the school holidays.

Claims/Time off in Lieu

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation

A resignation period of 2 months is required.

Disclosure & Barring Service

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.25.

Post Holder Sign: Date:.....

Please print your name.....

Line Manager Sign.....Date:.....

Please print your name

Updated June 2024

Person Specification

School Games Organiser



CIRENCESTER
KINGSHILL
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Kingshill Lane
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01285 651511

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education • A high level of literacy and numeracy • Willingness to undertake further training when needed 	<ul style="list-style-type: none"> • Grade C/4 and above in English and Mathematics GCSE/equivalent • Qualified teaching status or sports coaching qualification/ or working towards ITT • PGCE (Postgraduate Certificate in Education) or equivalent. • Safeguarding Training
Experience, Understanding and Knowledge	<ul style="list-style-type: none"> • Proven experience in event planning, community engagement, or youth development. • Experience working as a sports coach or teaching sports to secondary or primary level • Experience of record keeping and monitoring 	<ul style="list-style-type: none"> • Experience of working in an education setting • Experience of working with young people with additional needs • Knowledge of SEND provision • Knowledge of child protection and safeguarding
Personal Qualities	<ul style="list-style-type: none"> • A passion for promoting physical activity and sports among young people. • Excellent communication and interpersonal abilities. • Ability to collaborate effectively with diverse stakeholders. • Understanding of local educational settings and youth demographics. • Commitment to addressing inequalities and fostering inclusivity in sports and physical activities. • Good organisational skills and time management • Able to work independently, but also as part of a team • The ability to work with students in a professional manner • Able to maintain successful working relationships with students and colleagues • Reliable and able to be flexible in approach to work • Positive 'can do' attitude • Empathetic to those who face barriers to their learning • Effective problem-solving skills • The ability to remain calm under pressure 	<ul style="list-style-type: none"> • Willingness to take part in the wider life of the School

Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund