



Job Description - Schools Games Organiser

Sutton Borough School Games Organiser	
Reports to	Director of PE & Sport
Purpose of the post	<p>To plan and deliver high-quality competitive sports and physical activity opportunities for students across all schools in Sutton. To work with schools to promote the importance of physical activity and to ensure that all young people have the opportunity to participate in competitive sports.</p> <ul style="list-style-type: none"> ● Plan, coordinate, and carry out the School Games in their area. ● Support the development of club opportunities for young people. ● Support schools in promoting the importance of physical activity. ● Focus on addressing national priorities, such as promoting youth engagement and tackling inequalities. ● Maintain and increase the engagement of local schools in the School Games calendar.
Scale	Grade Senior Officer 2 (range 26- 28) FTE £38934 - £40,755
Contract	28 hours per week to be worked over 4 days Term time & 1 additional working week Fixed term from 22 April 2025 - 31 March 2026 initially

Main activities

- Plan, coordinate, and carry out the School Games competition & festivals calendar across all schools in Sutton.
- Recruit, train, and deploy a workforce of volunteers and staff to support the delivery of the School Games.
- Support the development of sports club opportunities for young people.
- Work with schools to promote the importance of physical activity.
- Focus on addressing national priorities, such as promoting youth engagement and tackling inequalities.
- Maintain and increase the engagement of schools in the School Games calendar.
- Work with the LEO Academy Trust Director of PE & Sport to monitor the impact of the School Games on student outcomes and wellbeing.



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- Actively seek out opportunities to share resources, experiences, and opportunities for learning across Sutton.
- Represent Sutton at School Games meetings and events.
- Make presentations to stakeholders.
- To establish the provision of both inclusive and targeted opportunities for young disabled people to access the school games.
- To enable young people to access quality coaching, progress to higher level competition and move into clubs by working closely with County Sports Partnerships (CSP) and National Governing Bodies (NGB) of sport, including aligning with NGB competition calendars and implementing NGB priority competition formats in as many schools as possible.
- To identify and attract additional sources of funding to support PE and school sport.
- Make regular contributions to newsletters and social media feeds to promote and market best practice learning.
- Support the LEO Academy Trust PE & Sports department to reach Trust objectives.

Key responsibilities

Organisation

The post holder:

- Will be expected to apply specialist skills and knowledge to develop the structure and format of the School Games, including detailed event planning and delivery and to maximise the participation of young people in a range of events that contribute to the School Games ranging from Level 1 to Level 3.
- Will have regular interaction with the Heads of PE, and primary school teachers in designated competition areas and also have contact with young leaders, coaches and volunteers for specific games/competitions, and liaison with National Governing Bodies to improve pathways into sport for students and young people.
- Will be expected to make operational and organisational decisions in relation to sporting competitions and other initiatives.
- Will be accountable for the correct use and security of physical resources and equipment, such as sports equipment.
- Work is undertaken in a variety of environments depending upon the schedule. Competition planning is primarily office based but running competitions involves some manual handling, walking and standing both in the open air and sporting arenas.
- The postholder will need knowledge and experience of school sport, education, local authority and national infrastructure to be successful.



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General

- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
- To fully participate in the LEO Academy Trust and attend staff meetings, undertake training and INSET opportunities.

<p>General Information As a staff member of LEO Academy Trust you will:</p>	
<p>Equality of Opportunity</p>	<ul style="list-style-type: none"> • Take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
<p>Confidentiality and Data Protection</p>	<ul style="list-style-type: none"> • Treat all information acquired through employment, both formally and informally, in strict confidence. • Be aware of the Trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
<p>To contribute as an effective and collaborative member of the School team</p>	<ul style="list-style-type: none"> • Carry out any other duties as reasonably required. • Participate in the ongoing development, implementation and monitoring of the school and Trust development plan. • Attend regular meetings as required and make a positive contribution during meetings.
<p>Child Protection</p>	<ul style="list-style-type: none"> • Be aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.