**Whitehill Primary School**

PERSON SPECIFICATION

**POST TITLE: Sports Assistant**

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| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
| RELEVANT EXPERIENCE | Previous experience working with children or young people, particularly in a sports or physical activity setting  Experience in coaching one or more of the school's major sports  Experience working in a school environment or other educational setting | Experience of delivering after-school/holiday clubs  Willingness to train and drive the school minibus *(Not essential and age restrictions apply)* | Application Form  Letter of Application  Interview |
| EDUCATION AND TRAINING | GCSE or equivalent level, including at least a Grade 4 (or equivalent) in English and Maths  Minimum of NVQ Level 2 or equivalent in Supporting Teaching and Learning in Schools OR Level 2 in Sports  First Aid or a willingness to complete First Aid training | A Level 2 qualification in Supporting Learning in Physical Education, School Sport and Physical Activity  Coaching qualification  Full driving licence | Application Form  Letter of Application  Interview |
| SPECIAL KNOWLEDGE AND SKILLS | Excellent communication skills to effectively interact with students, staff, and parents/guardians  Strong organisational skills to manage sports equipment, activities, and potentially assist with administrative tasks.  Ability to work effectively as part of a team and collaborate with other staff members  Ability to work independently and use initiative when required, while also following instructions and contributing to a positive school environment  Basic IT skills, including proficiency in Microsoft Office applications  Understanding of basic health and safety regulations related to sports and physical activity | An understanding of supporting pupils with SEND needs.  Experience of Forest School sessions | Application Form  Letter of Application  Interview |
| ANY ADDITIONAL FACTORS | A genuine passion for sports and physical education and the ability to motivate and engage students  A strong commitment to safeguarding and promoting the welfare of children and young people  Understanding and promoting inclusivity in sports and physical activities  High levels of personal and professional integrity, self-confidence, and a positive attitude  Willingness to adapt to different situations and work with a variety of students | Willingness to contribute to the full life of the school attending events outside of the normal school day / be flexible around working hours (e.g. school trips, sporting competitions, school fairs etc.) | Application Form  Letter of Application  Interview |

**Prepared by:** S. Hall (Headteacher)

**Date:** 10/07/25