



Post: School Games Assistant
Grade: NJC SCP 11-13
Responsible to: School Games Officer

Purpose of the Post:

To support the Schools Games Officers to develop sporting and physical activity opportunities, for young people and to increase participation, in line with the objectives set out within the Sport England funding agreement.

DUTIES/RESPONSIBILITIES

1. To support the School Games Officers to maximise participation in sporting competition by all schools, within the borough of St.Helens
2. To assist in the organisation of Level Two competitions with pre event preparations, supporting the delivery of the events on the day and contributing to post event evaluation.
3. Work with local sports clubs to support the delivery of competitions and the player pathway from school to club.
4. Support the work of the School Games Organisers to Sustain / Grow the Change4life clubs in a primary setting.
5. To support schools with their applications to School Games Mark and promote the mark to the borough's schools
6. Undertake contents checks of schools websites to measure their compliance with Sports Premium conditions and collate findings
7. Input data onto the school games portal and other data collection systems.
8. Comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines including the Council's Policy for Safeguarding Children and Young people.
9. Comply with the Council's Comprehensive Equality policy and ensure that it is implemented
10. Comply with the Council's Data Protection Policy and code of practice within the Sports Development Team and amongst employees within the remit of the post.
11. To carry out any other duties commensurate with the post as required
12. Be prepared to work outside normal working hours