

PERSON SPECIFICATION

JOB TITLE: Enrichment Administrator

Information for candidates:

The person specification provides an outline of the experience, skills, and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

Criteria	Essential	Desirable
Skills and Abilities 1. Ability to plan, organise and work under pressure. 2. Self-motivated and personable, capable of working both as a team player and independently. 3. Good communicator both written and oral 4. IT literate 5. Ability to create and keep effective records and systems/audit compliance.	✓ ✓ ✓ ✓ ✓	
Experience 1. Previous experience of working in an education environment 2. A record of achievement in dealing with staff, students, and outside agencies within sport. Proven track record of two or more of the following: 3. Providing coaching or Leadership experience	✓ ✓	✓

4. Developing and implementing enrichment activities relating to sport	✓	
5. Conducting appropriate analysis and implementation thereof.	✓	
6. Generating increases in students involved in sport.	✓	
7. Achievement of targets to required timescales.		✓
Education/Qualifications		
1. Completed education to, at least a Level 3 qualification		✓
2. First Aid qualification		✓
3. Gym Instructing Qualifications.		✓
Other		
1. Willing to travel throughout the county with access to own transport and a full driving licence	✓	
2. A record of continued professional development.	✓	
3. Takes responsibility for the safeguarding and promoting the welfare of children.	✓	