



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Post title	Sport & Physical Activity Assistant	
Reporting to	Partnership Development Manager (PM) SHAPE	
Contract type	Temporary and Relief	
Essential		Desirable
QUALIFICATIONS & TRAINING		
<ul style="list-style-type: none">Educated to degree level or equivalent standard	<ul style="list-style-type: none">National Governing Body of Sport qualificationsFirst Aid qualificationSafeguarding and protecting children qualification	
KNOWLEDGE & EXPERIENCE		
<ul style="list-style-type: none">Knowledge of school sport and physical activity developmentKnowledge and understanding of safeguarding young people and child protectionKnowledge of health and safetyExperience of working with schools and young people in school sportExperience of planning and delivering events and competitionsAn understanding of local and national programmes and strategies, specifically the School Games	<ul style="list-style-type: none">Experience of working with community clubsExperience of training and mentoring young leaders	
SKILLS & ABILITIES		
<ul style="list-style-type: none">Excellent oral and written communication skills with the ability to sustain positive relationshipsExcellent IT and administration skills including the use of Microsoft OfficeEffective time managementGood organisational, planning and evaluative skillsAbility to work independently on own initiative with minimal supervision and as part of a teamAbility to work well under pressure and to deadlines whilst maintaining a high standard of workAbility to prioritise, plan and organise to ensure services are deliveredPositive attitude to changeDemonstrate professionalism at all times	<ul style="list-style-type: none">Understanding of partnership working	
QUALITIES		
<ul style="list-style-type: none">Enthusiastic and passionate about physical education, sport and physical activityPositive and confident attitudeAdaptable and flexibleReliable, honest and trustworthyFull driving licence with access to own transport		