

## THE MARY ERSKINE SCHOOL



### PE AND SPORTS ASSISTANT

The Mary Erskine School is seeking to appoint a temporary, part time PE and Sports Assistant to join the school from 22 August 2022 to 30 June 2023 (the 2022-23 academic session).

The people that work for us are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

The postholder will be required to assist the PE department in their curricular and extra-curricular activities. Involvement with Saturday morning sports fixtures is a requirement of the role.

This is a part time position for 36 hours per week during term time. The FTE salary range is £17,436 to £18,153 per annum (ESMS Support Staff Salary Scales B6 to C8), and appointment will be dependent upon relevant experience. As this is a part time, term time only role, the salary range will be £14,985 to £15,600 per annum.

**The closing date is 12pm on Friday 27 May 2022. We anticipate interviews will be held on Thursday 9 June 2022.**

#### THE POST

##### **BASIC FUNCTION**

The PE and Sports Assistant works in the PE Department to assist with curricular Physical Education and extra-curricular sport with both primary and secondary age pupils.

##### **ACCOUNTABILITY**

The PE and Sports Assistant reports to the Head of Department.

##### **AUTHORITY**

The PE and Sports Assistant has authority as delegated by the members of the department.

##### **RELATIONSHIPS**

The PE and Sports Assistant works closely with all members of The Mary Erskine School (MES) PE department.

## KEY TASKS

- The postholder will be timetabled to work in the PE Department as directed by the Head of Physical Education. This will involve assisting in curricular Physical Education and extra-curricular sport with both secondary and primary school age pupils. The timetabled hours will depend on areas of need and any particular sporting expertise or area of interest that the postholder may have
- Assist at Saturday morning hockey fixtures from August to April. It should be noted that there will be a significant number of hours each week dedicated to hockey and the postholder will be involved in coaching and umpiring fixtures
- Assist with sport on Saturday mornings during the summer term
- Responsibility for maintenance and storage of sports equipment
- Maintenance of the First Aid supplies in collaboration with School Nurses.

## PROFESSIONAL DEVELOPMENT

The PE and Sports Assistant will have a mentor within the PE Department who will support them throughout their year in post.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Qualification in a sport related degree, or equivalent</li> <li>• Keen interest in sport</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a school or education setting</li> </ul>
<b>Skills/ Abilities/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Proficient in the full Microsoft Office package, specifically Word and Excel</li> <li>• Excellent communication skills (orally and in writing)</li> <li>• Experience of building professional relationships with internal and external stakeholders</li> <li>• Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information</li> <li>• Ability to use initiative, multi-task and prioritise own workload with good attention to detail</li> <li>• Strong planning and organisational skills with the ability to meet deadlines whilst working with</li> </ul>	

	conflicting demands <ul style="list-style-type: none"> <li>• Independent, self-motivated and organised, with an ability to work as part of a team</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High professional and personal standards</li> <li>• Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed</li> <li>• Commitment to the ESMS values</li> <li>• Positive, confident personality with an enthusiasm for, and enjoyment of, children's company</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to continuous professional development</li> </ul>

## THE DEPARTMENT

The Physical Education Department has:

- 12 teachers
- 1 Sports Assistant
- 1 Sports Administrator

The aims of the department are:

- To stimulate pupil interest and enjoyment in Physical Education and to promote health and fitness for current and future lifestyles
- To enable pupils to develop a range of personal qualities such as initiative and independence, perseverance, reliability and good communication
- To enable pupils to work independently and also as part of a group or team
- To establish pupil self esteem through the development of physical confidence, and to enable all pupils to reach their full potential in a range of activities
- To allow pupils to develop informed opinions and to be able to support them by reasonable argument

The Department offers certificate courses at National 5, Higher and Advanced Higher to complement a very broad and varied core curriculum. Extracurricular clubs and teams in the following activities are also the responsibility of the department; Athletics, Badminton, Basketball, Cross Country, Dance, Football, Golf, Hockey, Swimming, Tennis, Netball, Gymnastics and Volleyball.

Both indoor and outdoor facilities are excellent including three astoturf hockey pitches, two good grass pitches and six all-weather tennis courts. The indoor facilities include a large Games Hall, which has a full size indoor hockey pitch, six badminton courts or two almost full sized

basketball courts, a large Fitness Suite and Gymnasium. The department also has the use of the swimming pool which is at Stewart's Melville College.

The department is involved in the teaching of the Nursery – Primary 3 classes as well as Primary 5, 6 and 7 girls' Games and Senior 1-6.

## **REMUNERATIONS AND OTHER CONSIDERATIONS**

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

<b>Role</b>	This temporary position is available from 22 August 2022 to 30 June 2023. The contract will be for term time only.
<b>Hours of Work</b>	The hours of work will be dependent on the timetable which will be confirmed in advance of the start date. The postholder would be contracted for 36 hour a week, with 45 minutes unpaid for lunch each day. There is a requirement to work on Saturday mornings.
<b>Location</b>	The postholder will be based in The Mary Erskine School at Ravelston.
<b>Holidays</b>	This is a term time only post, which takes into account a pro-rated entitlement to annual leave and statutory holidays to be paid as part of the monthly salary payment. No annual leave may be taken during term time.
<b>Salary</b>	Salary will reflect qualifications and relevant experience. The FTE salary range is £17,436 to £18,153 per annum (ESMS Support Staff Salary Scales B6 to C8). As this is a part time, term time only role, the salary range will be £14,985 to £15,600 per annum.
<b>Pension</b>	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
<b>Staff Benefits</b>	Staff are offered a range of benefits including: free school lunch during term time, use of the schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% pro-rata from Nursery to Sixth Form.

## **APPLICATION PROCEDURE**

Applicants must complete the Support Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs and cover letters will not be accepted. Please submit both forms to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) before the closing date.

Any enquiries about this position should be directed to Laura McMurray, HR Assistant, at [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by phone on 0131 347 5867.

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