



Job Description
Sports Gap Student
– 6-month contact
(January 2024 until
June 2024)

Background

Hurstpierpoint College is a successful independent school, and a significant medium-sized enterprise in mid- Sussex with approximately 480 employees and a turnover of some £30 million pa. It is both a stimulating and a pleasant place in which to work. The College is amongst the most successful independent schools in Sussex. It is co-educational and comprises a Senior School, Senior Prep School and Junior Prep School with close to 1,300 pupils in all. Over half the pupils in the Senior School are boarders (weekly or flexible).

Reporting to

Assistant Director of Sport

Overview

As an integral part of our Sports department, Gap Students work closely with the Heads of Sports and Sports Coaches to inspire pupils and ensure the smooth running of the Sports department.

Role Responsibilities

1. Support the Heads of Sport with the organisation and management of teams.
2. Assist with the planning, preparation and teaching of Games lessons.
3. Meet, greet and supervise school teams on match days including Saturdays.
4. Officiate at school sports fixtures and tournaments.
5. Organise the setting up and packing down of facilities, equipment and laundry.
6. Leading training sessions.
7. Support the delivery of lessons.
8. Supervising pupils on sporting fixtures and trips.
9. Carry out administrative duties eg. updating results on line.
10. Provide cover and assistance to departments across College eg. Reception.
11. Carry out chaperoning duties.
12. Provide help and support at College Events eg. Summer Balls, open mornings.
13. Actively support the wider co-curricular life of the school.

Person specification

- English and Maths GCSE at Grade 4 or above and A Levels or equivalent.
- Strong sporting background.
- Sociable and strong teamworking skills.
- Enthusiastic, engaging and proactive in approach.
- Ability to inspire pupils and bring out the best in them.
- Self-starter, taking the initiative to support students to achieve the very best results of which they are capable.

- Flexible and adaptable in approach.
- Excellent communication skills.
- Excellent organisation skills and attention to detail and quality.
- Ability to work under pressure.
- Professional and conscientious approach to work.

Terms and conditions

Working hours: The post is 42.5 hours per week – term time only (34 weeks per year).

Salary: £325.28 per week.

Additional benefits: Accommodation is available on site, as are free meals and parking.

Membership of the College's contributory pension scheme with The Pensions Trust. The College will double the employee's pension contribution up to 7½% (i.e. the maximum total contributions will be 22½%).

Employees can subscribe to BUPA private medical scheme.

To apply for this position, please send an application form to jobs@hppc.co.uk .

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.