
Hitchin Boys' School

Job Description



Position:	Co-Curricular Administrator
Reporting to:	Headteacher's PA & Assistant Headteacher Co-Curricular
Working hours:	37 hours per week
Working weeks per year:	38 + 5 days = 39 weeks per academic year

Job Purpose:

1. To support the Assistant Headteacher Co-Curricular in maintaining and developing the school co-curricular provision.
2. Providing first line medical/first aid support for both students and staff.
3. General office/reception administrative duties.

Co-Curricular

- This role is key in integrating activities into the school's timetable, ensuring smooth coordination and minimising scheduling conflicts.
- To provide the seamless operation of co-curricular activities, providing students with enriching experiences beyond the classroom and diverse opportunities for personal growth and development.

Music

- Manage and maintain the music email account.
- To publish weekly music timetables integrated into the co-curricular timetable and communicate clearly with staff, parents and pupils about lessons.
- Manage the instrumental hire agreements, where appropriate.
- Work with the Head of Music to ensure school instruments are labelled, audited and kept in good working order.
- Order and distribute sheet music and related sundries.
- To assist with the organisation of concerts, recitals & tours, creating programmes and organising catering and transport.
- Assist with the submission of Music Exams and oversee the exam timetable.
- Act as a steward on music exam days.
- Respond professionally to staff and parental enquiries and liaising with parents as required.
- Assist the Head of Music to produce parts for school ensembles and choirs and maintain the club registers.

Sport

- Plan and administer the weekly sporting activities in collaboration with the Head of PE, including (but not limited to) fixture calendar, fixture timings, timetables, bus lists, team sheets, locations, transport, catering and staffing.
- Administer parental communication in the run up to tournaments, including changes to fixtures and cancellations.
- Work with the Head of PE to ensure adequate first aid coverage in place for all fixtures/training, as required.
- Respond professionally to staff and parental enquiries and liaising with parents as required.

Medical needs

- Based in the school reception area, the jobholder will provide medical/first aid support to students and staff.
- Supervise the medical room in school and ensure effective administration of any prescribed medication to students.
- Ensuring student care plans are up to date and liaising with parents as required.
- Maintain stock and supplies for first aid.
- Maintain accident and first aid records and first aid kits in school.
- Liaising with Pastoral departments, when needed, on student medical issues.

Reception/General administration

- Based in the school reception area, the job holder will provide general administrative support and assist with reception duties as required under direction from the Headteacher's PA.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Print name	Print name
(Member of staff)
	(Line Manager)
Signed	Signed
(Member of staff)	(Line manager)
Date	Date
.....	(Line Manager)
(Member of staff)	