

# **Great Academy Ashton**

## **JOB DESCRIPTION**

<b>Position</b>	Set for Success Intern & School Games support
<b>Grade:</b>	Band 2 SCP 2 £25,247
<b>Period</b>	12-month fixed term contract.
<b>Responsible to:</b>	Great Academy Ashton and Youth Sport Trust
<b>Location:</b>	<b>Various schools but based at Great Academy Ashton, Tameside</b>
<b>DBS Required:</b>	Yes (to be completed after appointment)
<b>Closing Date:</b>	Friday 19 <sup>th</sup> December 2025
<b>Hours:</b>	37 hours per week

### **Overall Role:**

- Provide effective support for the Wimbledon Foundation in partnership with Barclays, Set for Success programme in the location and the wider national programme.
- Support the host organisation in their wider priorities.

### **Duties and Responsibilities:**

#### **Set for Success Role**

To support the successful delivery of the Set for Success (SfS) programme:

- Providing customer service by email and phone
- Support SFS Athlete Mentor and teacher sessions in the 6 schools in the area.
- Support the lead teacher in each school with administrative tasks including research and insight, reporting, Leadership Skills Foundation awards, new supplier forms, travel, and accommodation support.
- Support the schools to understand the full requirements of the SfS programme and ensure the athlete mentor visits are being booked in, the right space is booked for the sessions and the relevant kit and resources are provided for the sessions.
- Attend and support the area and national events.

#### **Organisation Role**

- Organise and deliver School Games events supporting the School Games Organiser.
- Deliver sports leadership training within primary schools.
- Plan and support other projects to increase physical activity levels in schools.

#### **General**

- Adhere to all relevant safeguarding policies and procedures and report any concerns.
- Support Youth Sport Trust and lead organisation in retaining an inclusive culture and ensuring equality, diversity and inclusion are embedded in all aspects of the role.
- Work within data protection, information security and health and safety policies and guidelines.
- Contribute to the timely, accurate and efficient use of management information across the programme by adhering to reporting system requirements.
- Promote, uphold, and demonstrate the Youth Sport Trust and lead organisations values.
- Any other duties which may be reasonably required from time to time, and which are commensurate with the post

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.

# Person Specification

## Set For Success Intern

Applicants for this position should be able to satisfy the following criteria:

### **Personal skills and abilities**

1. Team player
2. Ability to manage time and to prioritise work
3. Excellent communication and team skills with the ability to deal with a wide range of people.
4. Able to take responsibility for areas of work and display initiative in solving problems.
5. Able to work on own initiative.
6. Able to compete priorities, achieve targets and respond quickly and flexibly to changing needs and tight deadlines.
7. Understanding of the use of influencing skills.