



Community and Education Trust

Organisation	Preston North End Community and Education Trust Preston North End FC	
Position	Schools Provision Officer	Job Reference: PNE1031
Salary	£17,500 - £19,000 + expenses, company laptop and use of company pool car when required	
Location	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
Contract	This post is a permanent, full-time post.	
Closing Date	Tuesday 7 th November 2017	

The Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint an enthusiastic, skilled and dedicated Schools Provision Officer to deliver all activities within schools as part of the Premier League Primary Stars Schools programme.

The tasks you will be responsible for will include:

- Planning and delivering sessions in schools;
- Co-ordinating with school staff regarding delivery;
- Capturing and managing data for monitoring and impact purposes;
- Delivery on school curriculum, extra curriculum and holiday provision;
- Assisting on matchdays with schools as part of our half-time game entertainment;

PNECET is the part of the club that aims to connect with the community through the power of football. We aim to build better lives, inspire education, improve health and well-being and be inclusive to all. As a registered charity, we aim to engage as many people as we can, taking the positive image of Preston North End FC out into the community and inspire the next generation of supporters and local heroes.

How to apply:

Please complete the application form and equal opportunities form along with a letter of support. Please email your application to jobs@pne.com with subject title Reference 'PNE1031' or post to: F.A.O Tracy Atkinson, Office Manager, Preston North End FC, Deepdale, Preston, PR1 6RU.

Interview dates:

Interviews will take place on Tuesday 14th November 2017

Please note that due to the nature of the work the department undertakes, the role will be subject to two satisfactory references and enhanced DBS checks.

JOB DESCRIPTION	
1. Job Title	Schools Provision Officer
Salary	£17,500 - £19,000 + expenses, company laptop and use of company pool car when required
Hours of Work	You will have a standard working week of a minimum of 37.5 hours, inclusive of a 30 minute lunch. Hours of work will be managed between 8am and 5pm. However, you may also be asked to work some evenings with notice. You will also be required to work on home matchdays (usually one Saturday every other week).
Location	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
Responsible To	Schools Provision Manager
Responsible For	n/a
Contractual Status	This role is a full-time post.
2. Overall purpose of the Job	<p>To deliver our schools provision; engaging with local schools and expanding to other surrounding areas. This is a vital area of the business, with engagement of schools being at the core of our strategy and values.</p> <p>In addition to this, the Premier League have also agreed to support the club's engagement with their local schools for the next six years in the form of their Primary Stars project.</p> <p>We are looking for a suitable, qualified candidate to establish a high quality delivery service in as many schools as we can. Developing a sustainable partnership with each school along the way.</p> <p>As part of the role, you will also be required to deliver on our holiday provision. We expect and encourage children that engage with our school programme to also attend our holiday camps.</p> <p>We will expect you to promote our holiday camps during your school delivery.</p> <p>You will also be asked to identify gifted and talented school children onto both our academy and potentially other sports.</p>

3. Duties and Responsibilities	<p>The post holder will be responsible and accountable for:</p> <ul style="list-style-type: none"> Delivering our Premier League Primary Stars programme and holiday provision to schools; Working closely with school teachers and staff; Building excellent new relationships with local schools; Strengthening and maintaining our existing relationships with schools; Providing CPD to the teachers during sessions; Encouraging schools to continue using our service over other competitors; Delivering PSHE and classroom based lessons in Sport, Maths and English (using sport); Obtaining and inputting data into our monitoring database; Producing case studies for management; Delivering on school holiday provision during all school holidays (excluding Christmas); Assisting on school competitions including Kids Cup, Girls Cup, and the Schools' Finals; To take the football club brand into schools and promote the positive image; To facilitate the appearance of first-team professional players into schools for the benefit of the school and pupils; To manage all equipment needed for schools' provision; To complete risk assessments and registers; To undertake necessary CPD when required to ensure you are up to date with all requirements;
4. General	<ul style="list-style-type: none"> To at all times represent Preston North End Football Club and the Community and Education Trust in a professional manner regarding to appearance, presentation, personal hygiene, attitude, conduct and professionalism. To be able to, with notice, work flexible hours where the role of the job requires including evenings, weekends and all home matchdays.

PERSON SPECIFICATION	DESCRIPTION
1. Qualifications	
Essential	<p>AfPE school sport qualification or willingness to achieve within one year of appointment;</p> <p>Level 2 sports qualification;</p> <p>In-date child protection certificate (or willingness to update/achieve asap);</p> <p>In-date first aid certificate (or willingness to achieve)</p> <p>Full UK Driving Licence, car owner and willingness to use for work (or other suitable arrangements for traveling around the local area).</p>
Desirable	<p>QTS qualification or equivalent teacher qualification (you will not be employed as a teacher);</p> <p>Educated to Degree level;</p> <p>Degree in primary education field;</p> <p>FA Youth modules;</p>
2. Experience	
Essential	<p>Coaching / working with children of a primary school age;</p> <p>Ability to work as part of a team;</p> <p>Ability to work under pressure to tight deadlines;</p> <p>Self-motivation and the ability to work on own initiative;</p> <p>Excellent communication skills including written, telephone and interpersonal skills;</p> <p>Proven planning and excellent organisational skills;</p> <p>Attention to detail and pride of ensuring accurate records are kept;</p> <p>Confident, outgoing and friendly personality;</p> <p>Attitude to always strive to over-achieve and continuously develop the programme and organisation;</p> <p>Competent with the use of IT and IT based systems;</p>
Desirable	<p>Experience working in a primary school environment or relevant other experience with primary school children;</p>

	<p>Producing lesson plans and developing teaching resources;</p> <p>Experience of writing reports and coordinating a monitoring and evaluation system.</p> <p>Working within a professional football club environment.</p> <p>Knowledge of Preston and its surrounding areas.</p> <p>Experience of health and safety and/or welfare and safeguarding policies and procedures.</p>
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This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

Due to the nature of the role, the successful candidate will be required to undergo a full enhanced DBS check.

Preston North End Community and Education Trust, c/o Preston North End FC is an equal opportunities employer.



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