



## Ripon Grammar School

### Residential Graduate Assistant (Sport)

#### Job Description

#### Key Aspects of Role:

To assist and support boarding, the sports department and sports fixtures. Support with the supervision and management of students throughout the academic year. The successful candidate will work closely with the Director of Sport and the Assistant Head (Boarding) in the fulfilment of their role.

#### Terms and Conditions:

- NYC Grade CD, point 3 [*current salary £22,657 pa – pay award pending*]
- Term time only + Training Days
- Fixed term from 1 April 2026 - 23 July 2027
- 39 hpw. Working pattern:  
**Sports Dept:** 10 hours per week, flexible depending on the needs of the PE department  
**Boarding duties:** 29 hours per week to include 1 evening per week and 20 hours every weekend, across Friday, Saturday and Sunday, as required.
- **Time off:** You will have at least 2 x 24 hours off per week [these may not be consecutive]
- **Accommodation:** provided in one of the boarding houses, free of charge. Please note this is for term time only and is not provided during school holidays.
- **Meals:** provided free of charge when on boarding duty only. To be paid for at all other times.

#### Reports To: Assistant Head (Boarding) via:

- Director of Sport
- Housemaster/Housemistress

#### Key Responsibilities:

##### Sports Department:

- To work closely with PE staff and support learning in PE lessons
- Setting up of equipment in both indoor and outdoor teaching areas
- To manage the school lettings over the weekends, including locking and unlocking facilities and being available to the groups who are letting our facilities.
- Assist with organising, promoting and delivering a range of extracurricular activities at lunchtime and after school

- Liaise with other schools regarding fixtures
- Assist with booking transport and arrangement of kit requirements
- Assist with organisation and administration of annual Sports Presentation Evening
- Assist with facilities management team regarding sports pitch markings
- Provide general administrative support to the PE department, including maintenance of notice boards
- Support student success via website, displays and local press in liaison with Marketing Manager
- Promote and help to safeguard the welfare of students
- Participate in training, including Health & Safety, and other learning activities
- Report maintenance repairs to equipment as required to ensure compliance with safe working practices
- Record and report Health & Safety issues in line with departmental and AfPE regulations
- Attend and participate in relevant meetings and performance development as required

### **Boarding**

- Taking responsibility for the students in the boarding house, with evening, weekend and overnight duties, as required.
- Plan and deliver activities to the boarding community
- Support students to thrive with effective pastoral care and follow the school's record keeping processes as necessary
- Undertake all training including - safeguarding, first aid and fire training as required.
- Supervise students who are sick or injured, including overnight and seeking medical attention, if required.
- Attending departmental meetings as required
- Attendance at all INSET training and CPD activities; commitment to one's own professional development
- Involvement with off-site trips and activities, including residential activities, as required.
- Commitment to the wider life of the school through organising and delivering a range of activities for students during the evening and at weekends.
- Commitment to safeguarding and promoting the welfare of children and young people.
- At weekends, open the required sports venues for lettings and be on call to assist external users as required.

### **Person Specification**

- Recent graduate, preferably in a sports related field
- Experience of coaching or participating in sport to a good standard
- Experience or qualifications in umpiring or refereeing
- Experience of working with children and young people
- Good level of IT skills
- Compassionate and approachable
- Flexible approach to working in a busy boarding school with a 'can do' attitude
- Enthusiastic about working in a busy environment
- Reliable and honest
- Resilient to be able to work in a demanding role
- Willing to undertake additional training i.e. First Aid training, PAT testing training.
- Willingness to undertake minibuss training is desirable

**Training Days**

- Boarding staff are required to be on duty when boarders return to school at the start of term which, on occasions, coincides with teacher training days. On such days, the boarding staff are required to undertake their regular boarding duty which normally commences at 4.00pm.

*February 2026*