



**MAGDALEN COLLEGE SCHOOL**  
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



## **Information Pack**

### **Sports and Transport Administrator**

Closing date: Midday, Monday 22<sup>nd</sup> January 2018

Interview date: Friday 26<sup>th</sup> January 2018

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## Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

*H. C. Pike*



## **Sports and Transport Administrator**

### **General Information**

#### **The School**

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. The sports programme at MCS is broad including Physical Education lessons, house competitions, games lessons, extra-curricular practices, fixtures, holiday trips and overseas tours.



#### **The Role**

This is a role with two areas of responsibility, and the postholder reports jointly to the Director of Sport (for the sports-related elements of work), and to the Usher (for the transport-related elements).

The postholder supports the Director of Sport, the Head of Junior School Sport and

Heads of Sport in the administration of a year-round sports programme. He/she is responsible for communication from the sports department to pupils, parents and staff, and will be expected to develop a knowledge of individual pupils, year groups, coaches and teams together with a full understanding of all aspects of the sports programme.

The postholder will also be responsible for school-wide transport, ensuring the provision of safe, secure, reliable transport at a competitive price for the school. This will involve liaising with OSBP (Oxford Schools Bus Partnership) over updates on bookings for home to school routes, taking bookings for all use of transport other than school minibuses and ensuring maximum savings are made by building relationships with companies and capitalising on discounts already offered by OSBP providers and others.



The main duties of the role will include, but not be restricted to:

**Sport:**

- Administration of Games options using iSams database & organisation of report groupings and publication of report deadlines
- Liaising with Heads of Sport over administration of all training and fixture arrangements including: opposition, dates, times, age groups, venues, transport, directions, catering, maintenance, external officials, team lists and medical cover
- Communication of training and fixture arrangements to staff, pupils and parents via letters, email, noticeboards, MCS website as well as maintenance and updating of sport news on – [mcssport.org](http://mcssport.org)
- Booking of sports team photos and publication of timetable
- Booking of gum-shield fittings, organising timings and notification to pupils
- Monitoring and maintaining coaching log for all external coaches
- Developing a full understanding of both Junior School and Senior School programmes
- Engaging and interacting with pupils to ensure understanding of each year group and the differing timings of their commitments through the term
- Communication with pupils and physio regarding on-site and practice-based physio appointments in partnership with the Bosworth Clinic
- Recording all ‘off-games’ notes, following up absences from training and fixtures with tutors and MiCs
- Registration of pupils travelling on coaches or minibuses
- Promoting MCS Sport through news articles, videos, photos and website uploads, working with the Marketing and Communication Manager to provide weekly updates
- Overseeing the Junior School sport section of the noticeboard, Firefly, school website and contribute where appropriate to whole school marketing
- Helping in the planning and organisation of JS Sports tours including accommodation, transport and collection of payment
- Attending and contributing to MCS Sport departmental meetings and Open Morning activities
- Any additional sports administration, as requested by the Director of Sport

**Transport:**

- Keeping up to date records, in communication with OSBP, of all MCS pupils using routes for home to school transport.
- Keeping the Usher, Bursar and Registrar up to date with issues emerging from day to day running of OSBP



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- Taking bookings for all school trips and other excursions, in addition to all sports department bookings
- Ensuring that discounts are used and meet targets for cost savings across each academic year, set in consultation with the Director of Sport, Usher and Bursar
- Any additional transport administration, as requested by the Usher

**Person specification:**

- Excellent communication skills, both written and verbal
- Excellent organisational skills, with the ability to prioritise competing priorities
- Excellent interpersonal skills with the ability to represent the school to parents, external organisations and other stakeholders
- Strong attention to detail, and the ability to work accurately to tight deadlines
- An informed interest in sport and fitness
- Ability to work independently and as part of a team
- Strong IT skills, particularly Word and Excel. Familiarity with iSams would be highly desirable.

This is a full-time role, Mon-Fri 08:15-17:00 term-time only, with the additional requirement to work on INSET days.

**Application Process**

Candidates should submit the Application Form for Support Staff which can be found on the Job Vacancy link of the website ([www.mcsoxford.org](http://www.mcsoxford.org)). To access [click here](#). This should be emailed together with a cv and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, ([applications@mcsoxford.org](mailto:applications@mcsoxford.org)). All documentation should be sent no later than **midday Monday 22<sup>nd</sup> January**. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

We anticipate holding interviews on Friday January 26th and will be in contact with shortlisted candidates by telephone. We reserve the right to change the interview date if necessary.



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## **Safeguarding Policy**

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s).

## **Additional Information**

If you have any questions or require additional information, please contact the Recruitment Officer: 01865 253401.



## **Pension**

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

## **Other Benefits**

School fee remission for full-time staff sons and Sixth Form daughters who pass entrance tests for the school is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over). Benefits for part time staff are pro-rata.

All staff are entitled to the use of School sports facilities when available. A free lunch (when on duty) is provided in the Dining Hall during term time.

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.

