



Employee Specification Form

Post Number	
Job Title	Sports Coach : Band E
Department	Children & Young People's Services
Prepared by and date	Headteacher April 2026

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<p>Qualifications:</p> <ul style="list-style-type: none"> NVQ Level 3 for Sports Coaching (or equivalent). First Aid Qualification Level 1 Safeguarding 	Application	<p>Desirable Personal Attributes</p> <ul style="list-style-type: none"> Evidence of further related training or interests. Continually working towards sports coaching qualifications/developing professional expertise Qualifications relevant to working with children with specific needs Basic IT knowledge, numeracy and literacy. 	Application
<p>Experience:</p> <ul style="list-style-type: none"> Experience of PE delivery in a primary school setting. Experience of organising games and play activities for large groups of children of different ages. Experience of working with pupils with a range of special needs. Experience of assessing pupils in relation to the National Curriculum/EYFS Framework in PE. 	Application & Interview	<ul style="list-style-type: none"> Experience of delivering the PE scheme of learning. Experience of planning and management of children in club settings Experience of organisation of competitions Competent and confident IT skills 	Application & interview
<p>Knowledge & Skills:</p> <ul style="list-style-type: none"> Knowledge of child protection & safeguarding procedures for responding to concerns Ability to work constructively as part of a team, understanding staff roles and responsibilities and own position alongside these roles An understanding of information sharing, confidentiality, data protection and record keeping. Ability to maintain confidentiality at all times about school issues, within school and in the wider community. Good communication skills. Ability to demonstrate positive behaviour management skills. Ability to deal in a calm and confident manner with behavioural issues to help children resolve conflicts constructively. Awareness of Health and Safety issues surrounding sports activities and facilities and able to deal with minor accidents and injuries. 	Application & Interview	<ul style="list-style-type: none"> Knowledge of the National Curriculum, in particular PE. Knowledge of the EYFS Framework for physical development. Ability to self-evaluate learning needs and actively seek learning opportunities. Evidence of working collaboratively with other staff to raise standards and pupil outcomes Knowledge and understanding of inclusion within every aspect of the school and the classroom. Knowledge of the Play Leaders and Play Makers schemes, and of organising these in a school. Ability to stock manage and identify suitable equipment for PE store. Awareness of Osted framework for inspections. 	Application & interview

<ul style="list-style-type: none"> • Excellent leadership skills. • Ability to plan and deliver high quality, varied and effective coaching sessions (break and lunch time) 			
<p>Special Requirements:</p> <ul style="list-style-type: none"> • Be flexible, have drive and enthusiasm • Be self-motivated, have good organisational skills with an ability to meet deadlines • Have good time management and be able to prioritise issues • Be approachable and flexible. • Be able to adapt to changing circumstances and new ideas in a positive and creative manner. • Have a friendly, fair and caring nature. • Be honest, reliable and dependable. • Have the ability to stay calm in an emergency. • Show a commitment to our school vision and values. 	<p>Application & Interview</p>	<ul style="list-style-type: none"> • A willingness to participate in the wider life of the school and support extracurricular activities and events 	<p>Application & Interview</p>

Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (MO5).

What is the purpose of an Employee Specification Form?

The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

What are personal attributes?

The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post. They are set at a level appropriate to the work to be done and *not* higher than necessary; stated clearly and specifically; and entirely job related.

What are essential personal attributes?

These are the personal attributes without which a person would simply be unable to do the job. Examples could be the possession of a current driving licence or a relevant qualification.

Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

What are desirable attributes?

These are the personal attributes which are desirable, but not essential.

Examples for certain jobs could be local government experience or knowledge of new technology.

A candidate will not be rejected for failing to meet any single desirable requirement.

What are the Stages Identified?

These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

How should I use the Employee Specification when completing my Job Application Form?

You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form (M05). You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.