



# THE ACADEMY

HOMEGROWN & HUNGRY

## Job Profile and Employee Specification

<b>Job title:</b>	Academy Administrator
<b>Responsible to:</b>	Academy Manager
<b>Location:</b>	The Training Ground in the New Malden area
<b>Hours:</b>	Monday, Tuesday, Thursday & Friday. 9.30am – 5.30pm (one hour lunch break). 28 hours per week.
<b>Salary:</b>	£16,000 - £18,000. Dependent on Experience
<b>Job purpose:</b>	To provide administrative support to all Heads of Departments and Academy Manager. The Academy Administrator will work closely will all academy staff to ensure the department runs effectively, maintaining a high level of communication with all staff, players and parents.

Tasks and responsibilities	
<b>Games Programme</b>	
1	Booking relevant venues & pitches
2	Appointing referees and security staff
3	Arranging coach travel for away fixtures
4	Inputting fixture details onto a web based platform
<b>Academy Events</b>	
1	Book in relevant function rooms
2	Helping to arrange the setup of rooms
3	Notifying staff, players & parents of the event venue, date and time slots
4	Producing registers & saving completed registers on the server
5	Input data collected from the evening into a relevant spreadsheet
6	Organising various tours and tournaments for all age groups throughout the season
7	Keeping a record of tour squads player details, payments, consents and any other required information
8	Create a PowerPoint presentation containing all tour details and sharing it with relevant staff and parents / players
<b>Kit &amp; Equipment</b>	
1	Arrange and assist in counting the delivery upon arrival
2	Sort kit into players bundles
3	Distribute kit to staff and players on the allocated kit collection evening
4	Stock take remaining kit and input details into the relevant spreadsheet
5	Manage additional orders from parents
6	Order players kit bags
7	Liaise with staff regarding their equipment requirements at the start of the season
8	Processing Ad-Hoc orders throughout the season
<b>Player Registrations &amp; Records</b>	
1	Create signing packs ensuring that the correct Football League paperwork is used
2	Uploading official EFL registration paperwork using the EFL portal and saving copies in the players file on the server
3	Inputting relevant data collected onto internal databases
4	Support the club secretary in completing the scholarship registration paperwork
<b>Meetings</b>	

### AFC Wimbledon Academy

The Cherry Red Records Stadium, Jack Goodchild Way, 422a Kingston Road,  
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# THE ACADEMY

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1	Attending monthly Academy Management meetings & Attending quarterly Technical Board meetings
2	Booking in relevant function rooms
3	Taking minutes & circulating actions too all members
<b>Finance</b>	
1	Raising purchase order numbers and completing relevant accounting documentation
2	Processing credit card payments and completing relevant accounting documentation
3	Processing all non-salaried staff time sheets and invoices
<b>General</b>	
1	Verifying all staff DBS applications
2	Requesting staff and players tickets to 1 <sup>st</sup> team fixtures
3	Maintaining all staff and player files on the server
4	Updating the contributions database
5	Being 1 <sup>st</sup> point of contact for all parents and associates
6	Answering calls and emails that come through to the generic number / address

Qualifications / Experience	Capabilities
<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent, including Maths and English</li> <li>• Office or computer skills qualification or relevant experience</li> <li>• Experience of using the PMA system is desirable</li> <li>• Experience of working within a professional sporting environment is desirable</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication, manner &amp; people skills</li> <li>• Computer literate</li> <li>• A self-starter, motivated &amp; hard working</li> <li>• Organised &amp; able to use his or her initiative</li> <li>• Professional &amp; diligent</li> <li>• Able to work well within a team</li> <li>• Open minded and willing to learn</li> </ul>

<b>Academy Manager (Print name)</b>	
<b>Signature</b>	
<b>Date</b>	

<b>Academy Administrator (Print Name)</b>	
<b>Signature</b>	
<b>Date</b>	