

## ROLE DESCRIPTION Sport Administrator

Title:	Sports Administrator
Date reviewed:	March 2022
Reporting to:	Head of Senior School
Liaison with:	Head of Senior School, Senior School Management Team, Director of Finance, PDHPE/Sport Department; coaches, managers, parents and students
Department:	Support Services
MEA	NSW Christian Schools General Staff MEA
FTE:	40 weeks per year 37.5 hrs per week
Qualifications/skills req'd:	Exceptional organisational and administrative skills General understanding of and interest in sport Attention to detail Able to work independently and as part of a team Excellent verbal and written communication skills Able to follow procedures and processes Google workspace/Microsoft Office and other computer competencies

### Vision

To develop in each child their unique qualities, equipping them to enjoy a successful Christ-centred life.

### Responsible for:

Under the direction of the Head of Senior School + teachers in charge of sports:

- The administration of Senior School curricular and co-curricular sport as part of the Sport department.
- Administration MWBA Basketball Teams and any OFG Sports Academies.
- Prepare sports and PE excursions, including finalising student lists and collecting permission forms.
- Co-ordinate and manage Friday afternoon sport activities program for year 7-9.

- Prepare and organise for school carnivals including swimming, athletics and cross country.
- Organise and liaise with CSSA to assist in the organising of representative teams and Events.
- Assist with Admin for selection of sporting teams
- Attend relevant team and staff meetings.
- Distribute team meeting minutes to all relevant staff.
- Communicate clearly with staff, students and parents regarding upcoming events.
- Providing regular newsletter reports for school newsletter.
- Assist with Health and PE week if required.
- Assist in organising lunchtime sport tournaments.
- Keeping updated files of inventories for both PE and sport equipment.
- Maintenance of sport storerooms.
- Practical involvement in sport programs, including photocopying of documents and data entry of sporting reports and team selections.
- Assist Logistics Administrator with preparation for outdoor camps and excursions, including gear collection and distribution, staff information packs, food money, booking venues, notifications to secondary staff.
- Other duties as directed by the Head of Senior School.
- There may be occasional after school attendance required (time in lieu).
- Your duties may be varied by the school from time to time in accordance with the school operational requirements.

## Key Result Areas:

	Performance Standards
Sports administration	<ul style="list-style-type: none"><li>● Oversee the Sports calendar in alignment with logistics department</li><li>● Communicate with managers, parents, coaches and teams</li><li>● Advise staff on upcoming events</li><li>● Administration of weekly sport</li><li>● Under direction of HOD, organisation and communication of all carnivals and gala days</li><li>● Prepare and chase up consent forms via EDSMART</li><li>● Prepare and update RA's with relevant staff</li><li>● Coordinating OFG Teams in Peninsula Cup</li><li>● Distribute and collect team uniforms</li><li>● Update and maintain all sporting information on SchoolBox</li><li>● Gather preliminary sports results for e-news (Facebook, SchoolBox)</li><li>● Effective communication with staff, parents and the school community</li><li>● Liaise with other school when organising events</li><li>● Book buses for all sporting events</li><li>● Purchase and engraving of trophies, medals and ribbons</li><li>● Prepare and distribute all sport information notes</li><li>● Liaise with Grounds staff for set up for events, venues and field markings</li><li>● Under the direction and guidance of the HOD, prepare and organise Annual Sports Awards Night</li><li>● Maintain all sport billing</li><li>● Keep the notice board/TV up to date when possible</li><li>● Schedule and assist with annual sports photographs</li></ul>
Academies and MWBA Administration	<ul style="list-style-type: none"><li>● Communicate with managers, parents, coaches and teams.</li><li>● Order and distribute uniforms.</li><li>● Process coaching invoices.</li><li>● Process costs and pass on appropriately.</li><li>● Administer training and games calendar.</li><li>● Coordinate with MWBA where appropriate.</li></ul>