

Sport Administration Coordinator

Reporting to: Business Manager through the Administration Coordinator and operationally to the Head of Sport

Term of Appointment: This appointment is for such period as determined by the Head of School and notified in the letter of appointment. This is a term time position.

This role supports the Sport and Physical Education Department in the performance of their duties by providing organisational and administrative support. The Sport Administration Coordinator will be expected to demonstrate loyalty to the school, respect confidentiality and model good speech and etiquette at all times. This role will ensure that the office environment is well organised, orderly and presents in a business-like and professional manner. The Sport Administration Coordinator would have an overall awareness of all Sporting events within the life of the School e.g. programs, events, excursions and would promote this to the wider and internal community. This role is undertaken in line with school policies and procedures including branding, financial and administration requirements.

Specific Tasks of role

- Administration support for the Head of Sport, including phone calls, correspondence, meeting schedules, school calendar activities, teaching appointments, excursions and tours, events administration, setup and support, minutes of meetings, timetables.
- Assist with the compilation of Sport Handbooks and full admin support for Co-Curricular activities;
- Ordering of services and goods required by the department as directed and in line with School Procedures;
- Updating of databases, calendar's and other systems in relation to activities undertaken by the Sports Departments.
- Assist the Head of Sport with Workplace Health and Safety compliance matters;
- Assist Sport and PE staff as directed by the Head of Sport;
- Being involved in the function and meeting organisation for whole of school events as required;
- Coordinating the setup and requirements for all sporting carnivals and events leading up to and on the day (this will include weekends);
- Basic maintenance of the school's website and LMS including uploading letters and providing current and relevant information to the Director of Marketing and Communication;
- Provide support to other sections of the administration teams at the direction of the Administration Coordinator;
- Filing and archiving for own work and Head of Sport;

- Be backup for other positions as required;
- Comply with School policies and procedures including Workplace Health and Safety;
- Carry out other duties as required.

Competencies

- Is aligned with the School's ethos, vision and values
- Good interpersonal skills and ability to relate to all stakeholders of the School
- Professionalism and confidence to support the Head of Sport;
- Adaptability and ability to work effectively with a variety of people and manage difficult situations
- Be a part of setting a high standard in terms of the school culture and overall tone
- Ability to maintain confidentiality at all times
- Ability to operate under pressure and meet tight deadlines
- Ability to prioritise and establish own work schedule to achieve designated goals and School deadlines
- Ability to operate with minimal supervision utilising guidance provided by the Position Description, general responsibilities and due dates, role procedure manual, regular team meetings and day to day contact as required
- The initiative to make decisions within the scope of own role
- Attention to detail and organisational and negotiation skills
- Diplomacy in dealing with others, strong customer service skills and pleasant telephone manner
- Knowledge of Microsoft Office suite and excellent keyboard skills and GST requirements
- Ability to take instructions and to complete a task or a number of tasks to achieve the required result.

Requirements

- Hold and maintain a suitability card from the Commission for Children and Young People
- Hold a current driver's licence
- Work flexible hours to meet the demands and deadlines of the position as required by the School, including working on Saturdays and after school hours.
- Comply with all School policies and procedures

Health, Safety, Environment and Quality

- Ensure your own health and safety and that of fellow employees
- Participate in the development and implementation and adhere to workplace rules, procedures and initiatives
- Report all hazards, incidents, injury, illness, potential safety/quality issues via appropriate channels

Student Protection in Anglican Schools

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

The Anglican school commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

Staff must:

- attend all student protection mandatory training annually and any other professional learning events as required by the School
- understand and comply with all obligations under the Student Protection in Anglican Schools Policy and Procedure as they relate to this position
- support and engage with all student protection initiatives and programs across the School
- comply with all reporting requirements as detailed in the Student Protection in Anglican Schools Policy and Procedure

Approved: Business Manager

Date: May 2021