

SPORTS ADMINISTRATOR

OVERVIEW

The Sports Administrator is responsible for key stakeholder management, and for the coordination of a wide range of administrative tasks, and the organisation of sporting activities and events. The Sports Administrator provides administrative support to the Head of PDHPE, Sport and Outdoor Education and other senior staff within the Department.

1. KEY RELATIONSHIPS

The Sports Administrator is ultimately responsible to the Principal. They report to the Head of PDHPE, Sport and Outdoor Education.

2. RESPONSIBILITIES

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| <p>2.1 At the direction of the Head of PDHPE, Sport and Outdoor Education (HoD), manage and coordinate sport, including attendance at mid-week sports as required</p> <p>2.2 Work as part of a small, dynamic team committed to the provision of outstanding, school based, representative sporting experiences</p> <p>2.3 Be involved in all aspects of the administration of sport coordination, at the direction of the HoD</p> <p>2.4 Be responsible for competition entries, liaising with team coaches and students in the lead up to sporting events, and all other administrative duties for these events</p> <p>2.5 Ensure all aspects of the administration of sport registrations are completed in an accurate and timely manner</p> <p>2.6 Ensure that all event applications and risk assessments are completed prior to the events for all sports, carnivals and competitions as required</p> <p>2.7 Source and roster approved sports coaches, referees, umpires and conveners for competitions in which that the School participates</p> <p>2.8 Assist other sports staff with general administration tasks as directed by the HoD</p> | <p>2.9 Keep timely and accurate records including the collection of coaches' and assistants' timesheets for payroll processing. Ensure these are approved by the HoD and sent on time, to the Payroll Officer each fortnight</p> <p>2.10 Provide support for the School Sport Conveners in delivery of events, including School carnivals and the administration of School teams</p> <p>2.11 Assist with tracking and maintenance of sports equipment</p> <p>2.12 Attend meetings and participate in sporting associations when/where required</p> <p>2.13 Contribute to the evaluation of events and processes to drive ongoing change and improvement</p> <p>2.14 Be familiar with and comply with all School policies and procedures</p> <p>2.15 Be well informed and comply with the School's obligations in relation to Child Safe Standards and processes for reporting suspected abuse</p> <p>2.16 Advise your HoD immediately of any concerns in relation to child safety</p> |
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Record Keeping

- 2.17 Ensure team lists, sport results and achievements are updated in sport files
- 2.18 Support the HoD in the preparation of information for School publications as required
- 2.19 Keep sport participation enrolment records and update the School database system on a regular basis
- 2.20 Document elite athletes' performance during the year and add to the School database

- 4.4 be a collaborative and empathetic team member
- 4.5 demonstrate professional and collegial relationships with colleagues
- 4.6 demonstrate excellent people and stakeholder relationship management skills
- 4.7 demonstrate professional presentation and manner
- 4.8 possess a keen interest in a range of sports and ideally hold coaching qualifications
- 4.9 have capacity to embrace the School's culture, values and Code of Conduct.

3. QUALIFICATIONS AND EXPERIENCE

The Sports Administrator will have:

- 3.1 demonstrated, strong administrative, organisational and time management skills
- 3.2 effective understanding and application of Microsoft Office and Google Suites
- 3.3 a demonstrated duty of care to students in relation to their physical and mental wellbeing
- 3.4 a keen interest in the promotion of physical education and health
- 3.5 a background in a range of sports
- 3.6 CPR, Anaphylaxis and First Aid certification.

4. PERSONAL ATTRIBUTES

To succeed in this portfolio you will:

- 4.1 have outstanding written and verbal communication skills
- 4.2 have the ability to work autonomously and as a cooperative and collegial member of a team
- 4.3 be flexible and adaptable to changing circumstances

