DRAFT ROLE DESCRIPTION – SPORT ADMINISTRATOR

NB: this role description is a draft only and will be finalised in discussion with the successful candidate.

1. PURPOSE OF THE ROLE:

The Sports Administrator is responsible for administration including reception and first aid duties relating to all KRB sporting activities. This applies to competitive team sports, co-curricular and accomplishment activities, and school holiday programs.

As much of this takes place on Saturday mornings (term-time only), the administrator plays a pivotal role on a Saturday morning from 7 am to 12 pm, in ensuring all sporting activities on site have been organised, setup, and/or adequately resourced e.g. first aid supplies.

The Sports Administrator is also expected to be an effective point of contact for all KRB Sport stakeholders including students, parents and staff. Where possible, they may also be given opportunities to coach sporting teams (prior to commencing work in the morning). For this reason an interest in one or a number of sports would be extremely beneficial.

The Sports Administrator must have outstanding organisational skills and be able to meet deadlines.

2. ROLE RESPONSIBILITY:

The Sports Administrator reports directly to the Head of Sport, and the Assistant Head of Sport.

3. KEY AREAS OF RESPONSIBILITY:

3.1 To demonstrate commitment to the Ethos and Mission of KRB

3.1.1 supporting the mission, values and Sacred Heart ethos of the School

3.1.2 giving personal witness to Christian values

3.1.3 supporting the strategic direction and Plan for the School.

3.2 To actively support KRB Community Building:

3.2.1 promoting positive interpersonal communication

3.2.2 initiating / collaborating in Team Building processes

3.2.3 building effective communication links within the School community and in relation to the role

3.2.4 offering loyalty and personal support to Head of Sport and colleagues

3.2.5 modelling cheerful, prompt service

3.2.6 maintaining confidentiality with all information relating to the School
3.3 To manage front-of-house for KRB Sports
   3.3.1 answer, screen (and if required, forward) telephone calls, and emails
   3.3.2 model cheerful and prompt service in person, and by email / telephone
   3.3.3 greet students, parents, coaches, other employees and visitors, and escort them to specific MTC areas e.g. fitness machine technicians
   3.3.4 contribute to security of the office by helping to monitor visitor access
   3.3.5 receive deliveries and book couriers to external locations
   3.3.6 sort, distribute and forward incoming and outgoing mail

3.4 To setup sporting facilities
   3.4.1 setup for matches and/or liaise with KRB Facilities for additional seating and other requirements including cleaning or maintenance
   3.4.2 ensure KRB sporting facilities are well presented and serviced, including areas used by parents and visitors e.g. toilets
   3.4.3 supervise the facilities including fitness area and grounds
   3.4.4 oversee all School holiday sporting programs

3.5 To be responsible for first aid and injury management
   3.5.1 maintain a current first aid certificate
   3.5.2 provide after-hours first aid to injured students or employees
   3.5.3 liaise with School Nurse for injury notification reports (and/or telephone her on-call)
   3.5.4 ensure first aid kits are fully stocked, and availability of drinking water and ice for Saturday sport

3.6 To coordinate event management and bookings for KRB Sport
   3.6.1 liaise with bus coordinator to arrange student transport for offsite events e.g. sports carnivals
   3.6.2 administration for all programs for sports carnivals
   3.6.3 complete all Snow Sports administration e.g. accommodation, transport
   3.6.4 prepare Independent Girls School Sports Association (IGSSA) registration forms for each event

3.7 To provide office administration for KRB Sport
   3.7.1 Prepare student attendance lists for Sports Coaches
   3.7.2 Follow up on student sporting absences
   3.7.3 Update Igloo portal and Synergetic database (e.g. student attendance details for billing)
   3.7.4 prepare documentation relating to sports draws
   3.7.5 prepare all documentation relating to sports draws
   3.7.6 produce spreadsheets and reports for the Head of Sport e.g. K-12 Sports Contracts and prizes
   3.7.7 collate evaluations received from Sports Coordinators each term
   3.7.8 update Coach Handbooks as directed by the Head of Sport
   3.7.9 ensure a ready supply of Coach Handbooks are available
   3.7.10 regularly update notice boards in the Main Building
3.8 To coordinate procurement and supply for KRB Sport
   3.8.1 check and confirm receipt of goods ordered
   3.8.2 complete an equipment stock take each term
   3.8.3 ensure all equipment is labelled, and in team bags
   3.8.4 arrange regular servicing of sporting equipment and machinery e.g. Fitness Centre spin bikes
   3.8.5 work with the Head of Sport to order coach uniforms, sporting equipment, medallions and trophies
   3.8.6 order stationery for the KRB Sports Team
   3.8.7 prepare invoices to be approved by Head of Sport

3.9 To coordinate coach employment and terminations
   3.9.1 provide coaches with new starter paperwork
   3.9.2 follow up on return of completed payroll forms
   3.9.3 verify credentials and ID e.g. coaching certificates, and Working with Children Check
   3.9.4 take a photograph of the new employee and email it to HR
   3.9.5 outline process of Coach Register and online timesheets
   3.9.6 act as a liaison point with HR in relation to coach employment
   3.9.7 advise Payroll of terminated coaches
   3.9.8 oversee weekly Coach Register

4 OTHER AREAS OF RESPONSIBILITY:

Other duties as required by the Principal, Deputy Principal and / or Director

5 APPRAISAL AND REVIEW CONDITIONS:

There will be an initial six month probationary period and after a successful review will be required to undergo a Twelve Monthly Professional Review according to School policies and procedures.

6 OTHER CONDITIONS:

Saturday work during term time may be required, and time in lieu arrangements will apply.

7 REMUNERATION:

Salary will be in accordance with the Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2011-2014.