

Position description

Sports Administrator.

TENURE: Permanent, 20 Hours per week – Term time

RESPONSIBLE TO: Director of Sport

FUNCTIONAL RELATIONSHIP: Principal
Director of Sport
Parents/Caregivers
Students
Other Staff of the School
Coaching Staff

PURPOSE OF ROLE

Nga Tawa Diocesan School is a special character, all-girls secondary school with a reputation for excellence. The Sports Administrator is primarily responsible for supporting the Director of Sport to deliver a comprehensive sports programme which achieves the strategic goals of Nga Tawa Diocesan School.

PERSON SPECIFICATION

The Sports Administrator will have a passion for sport and, having participated at a high level in one or more sporting codes, will be expected to demonstrate a range of knowledge, experience and attributes.

QUALIFICATION, KNOWLEDGE & EXPERIENCE

- This is a paid position, and the remuneration package is dependent on the candidate's qualifications and experience.
- The ability to effectively collaborate with coaches and staff to enhance student success.
- A solution-focused approach to manage and resolve issues that may involve students, staff, or parents.
- Competence and confidence in using Information Technology to assist with administration.
- Effective written and oral communication skills appropriate for a range of audiences (students, colleagues, parents and coaches).
- Good time management and administrative skills, and an ability to uphold deadlines.
- Understanding of motivational psychology to encourage participation and success.
- Demonstrated empathy with Maori students and a commitment to the principles of the Treaty of Waitangi.

KEY ACCOUNTABILITIES

1. Sport Programmes
2. Managing Resources
3. Health and Safety
4. Special Character
5. Corporate Responsibility
6. Personal/Professional Development

1. SPORT PROGRAMMES

Key Tasks

Performance Indicators

Assist the Director of Sport in the organisation of major school sporting events, including (but not limited to);

- Swimming Sports (in conjunction with House Deans)
- Athletic Sports (in conjunction with House Deans)
- Summer Quadrangular Exchange
- Winter Quadrangular Exchange
- Junior Pentangular Exchange
- Other Interschool Fixtures
- School Cross Country (in conjunction with House Deans)
- First squad training camp Winter Tournament week

Events organised and managed successfully

Liaise with and support Coaches/Managers (in conjunction with the Director of Sport).

- Provide team lists and information pertaining to individuals (e.g., medical conditions and caregiver contact information).
- Provide information regarding competitions, grades, associations, etc.
- Provide resources (sports equipment, etc.)
- Coordinate practise/training programmes and any associated changes regarding meals or prep

Coaches/Managers are fully informed and resourced

Effectively communicate practice, competition and other event details to all involved parties (external and internal), which may include:

Communication is timely and accurate

- Completing EOTC forms
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- Completing RAMS forms from specific events & organisers
 - Communicating timing
 - Communicating transportation arrangements
 - Communicating meal arrangements
 - Informing staff if students are required to be out of the classroom outside of standard training times
 - Creating and displaying team lists for afternoon sessions and making sure students are attending their practices.
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General administration and communication

- Booking of transportation
 - Termly charge out to all students playing sports
 - All invoices/accounts which are the responsibility of the Sports Administrator are to be signed off by the Director of Sport before payment.
- All tasks completed in a timely and appropriate manner*
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Attend regional Sports Coordinator meetings in Manawatu and Whanganui as required if delegated to do so by the Director of Sport.

Make meeting notes available

Ensure relationships with regional sporting associations are strong and refer any concerns to the Director of Sport in the first instance.

Relationships are positive and collegial

Assist in the organisation of the Sports Prize Giving.

Positive assistance given

If required, coach a sports team as directed by the Director of Sport.

Coach a team as directed

Prepare all cups and trophies for Awards Ceremonies

Cups/trophies are engraved as required

2. MANAGING RESOURCES

Key Tasks

Performance Indicators

- Effectively manage, within delegated responsibilities and limits, financial and asset resources within his/her area of responsibility (including but not limited to budget management and property management)
- Resources managed appropriately*
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3. HEALTH & SAFETY

Key Tasks	Performance Indicators
Adhere to the school and department policies and procedures that are consistent with the Health and Safety at Work Act 2016.	<i>Health and Safety procedures pertaining to student wellbeing and crisis management system in place</i>
Follow all incident/injury protocols in the department as outlined by the Director of Sport. <ul style="list-style-type: none">- Report hazards/accidents and near misses to the Director of Sport.- Liaise with the Director of Sport with any concerns regarding individual students (including injury/illness).	<i>Health and Safety procedures adhered to</i>
Follow protocol for trips outside of school (including Risk Management Process). <ul style="list-style-type: none">- Implement EOTC risk management documentation for trips outside of school.	<i>All EOTC procedures adhered to</i>

4. SPECIAL CHARACTER

Key Tasks	Performance Indicators
Support the Anglican special character of the school.	<i>Active participation in reflecting the Anglican tradition.</i>
Model the school values of respect, integrity and courage.	<i>Behaviour and attitude consistent with school values</i>

5. CORPORATE RESPONSIBILITY

Key Tasks	Performance Indicators
Provide appropriate professional support to the Director of Sport in his/her leadership (which is supportive of the school's strategic plan and procedures).	<i>Supportive positive relationship with Director of Sport</i>
Assist the Director of Sport in developing and managing programmes and procedures which support the vision of the school.	<i>Supportive positive relationship with Director of Sport</i>
Develop and maintain an engaging and positive environment through: <ul style="list-style-type: none">- effective and appropriate communication	<i>Positive environment and relationships reflecting school values are maintained</i>

- positive relationships and teamwork with all staff, parents/caregivers, coaches/managers and students.	
Participate in the practice of staff performance and appraisal.	<i>Completed appraisal cycle</i>
Assist the Director of Sport in the preparation of reports, papers and research for the Board of Trustees, Diocesan Trust Board and Ministry. This includes forms and returns and other routine matters, as well as policy and procedure documents.	<i>Reports, returns and research carried out in an accurate and timely manner</i>
Represent the school at public functions as requested by the Principal.	<i>Positive representation at functions</i>
Take part in the corporate life of the School, which includes handling concerns of parents/caregivers on the progress and development of students, participating in school activities and attending functions where our school is represented.	<i>Able to discuss matters with parents/caregivers Participates in school activities and functions</i>
When speaking to prospective students, promote the School effectively.	<i>Positive feedback from prospective families</i>
Provide a thoroughly professional image and example to School personnel and members of the school community.	<i>Positive feedback from staff</i>
Contribute to the Nga Tawa News and Nga Tawa Script as directed by the Director of Sport.	<i>Contribution regularly received</i>

6. PROFESSIONAL/PERSONAL DEVELOPMENT

Key Tasks	Performance Indicators
When appropriate, attend courses to maintain personal awareness of sport related developments.	Course feedback given to the Director of Sport

Signed:
Sports Administrator

Date:

Signed:
Principal

Date: