

POSITION DESCRIPTION

Sports Administrator

Position Title:	Sports Administrator
Reports To:	Director of Sport Development
Responsible To:	Deputy Principal
Works Alongside:	Sports Coordinator, Accounts Team

Purpose of the Role

The Sports Administrator provides essential administrative support to the Director of Sport Development and the Sports Coordinator, contributing to the effective organisation, coordination, and promotion of sporting activities across the school. This role plays a key part in ensuring that all logistical, financial, and operational aspects of the school's sports programme run smoothly.

Key Responsibilities

1. Code Coordination – Administrative Support

The Sports Administrator supports Director of Sport Development and Sports Coordinator with administrative requirements relating to:

- The utilisation of school digital systems: Google Classroom, Kamar, Schoolbridge, Kindo, and Approval Max. Full training and ongoing support will be provided
- Ensuring student sport participation data is kept accurate and current in Kamar
- Coordinating Education Outside the Classroom (EOTC) trips
- Arranging transportation, accommodation, and travel bookings
- Completing team entries and associated payments
- Preparing and managing budgets, and processing related Accounts charges promptly
- Liaising with Sport Waikato for seasonal sports calendars
- Distributing and stocktaking sports uniforms
- Organising seasonal sports equipment

2. Specific School Events

Contribute to the organisation of designated sports events, including:

- School Athletics, Swimming Sports Day, and Cross Country
- Coordination and/or assistance with Summer and Winter Sports Assemblies
- Mission Colleges Netball and Te Toa Hockey Tournaments
- Inter-House Competitions and other activities to promote sport within the school

3. Effective Communications

- Monitor and provide up-to-date information regarding administrative responsibilities to colleagues in a timely manner
- Ensure a timely response to all inward communications
- Support colleagues to ensure timely and accurate information reaches students and parents across required channels, including the school website, social media and newsletter

4. Other Duties

The Sports Administrator undertakes other duties as assigned by the Director of Sport Development or the appropriate Deputy Principal.

5. Health and Safety

All staff have a responsibility to contribute to an effective health and safety culture. The Sports Administrator will:

- Contribute to a culture of teamwork, respect, and collegiality amongst staff that reflects the key objectives of this role within the organisation
- Take responsibility for personal safety and wellbeing
- Practise safe work methods and make proper use of safety equipment
- Actively participate in efforts to eliminate and minimise workplace risks

6. Privacy of Information

This position requires compliance with privacy and data protection legislation and other relevant regulations. The Sports Administrator will:

- Ensure compliance with data protection laws and safeguarding procedures in regard to the collection, use, and disclosure of information relating to individuals
- Facilitate appropriate access by individuals to information relating to themselves held by the school
- Refer any issues of concern to the Privacy Officer

Professional Expectations

The Sports Administrator is expected to demonstrate a commitment to the school's values and to model positive behaviours in all interactions with students, staff, families, and the wider community. The role requires a high degree of initiative, confidentiality, and the ability to manage multiple priorities in a dynamic environment.

As part of a dedicated Sport Development team, you will contribute to the Catholic character of the College and the wellbeing of our students through sport.

Acknowledgement

I have read and understood this position description and agree to carry out the duties outlined above in accordance with school policies and procedures.

Employee Signature:

Principal Signature:

Name & Date:

Name & Date: