

General Staff

Position Description

POSITION TITLE:	Sport and ACS Administrator
PREPARED:	January 2017
REPORTS TO:	Director of Health Sport and Exercise Sciences (HSES), Head of Sport and ACS Secretary
Prepared by:	Head of Human Resources

POSITION PURPOSE

The Sport Administrator works across two part time roles at St Leonard's College. One role is working for St Leonard's College and one is for the Association of Coeducational Schools (ACS).

POSITION STATUS

These are part time, term time positions, that is, hours are during staff term time. Annual leave is included in College non-attendance time. These positions are initially for 12 months, with the possibility of ongoing.

Currently the two roles are as follows:



- 1. Health, Sport and Exercise Sciences Sport Administrator**
8.00am to 11.00am Monday to Friday during term time. Equivalent to 15 hours per week, FTE 0.39 in term time.

This person will work with the Director of Health Sport and Exercise Sciences (HSES) and the Head of Sport with the following roles and responsibilities;:

- Collation of absences for ACS and CIPSSA afternoon sport from students by recess each day
- Updated team lists prepared for coaches
- Coordination of coaches, ensuring all teams are covered
- Maintain lists of students in activities, including attendance and medical details
- Website and information maintenance - including events, photo uploads and general internal/external correspondence
- Any other tasks as deemed appropriate



2. Association of Coeducational Schools Administrative Assistant

11.00am to 3.30pm two days per week. Some negotiation can be sought in terms of particular days worked in this role.

A 15 paid minute morning tea break and 30 minute unpaid lunch break will be taken within this time frame.

Equivalent to eight hours per week, FTE 0.21 in term time.

The successful candidate will also be required for an additional minimum of 6 days in term 3 and an extra day prior to each of the three ACS Championships. This will be on a casual basis.

This person will work with the ACS Secretary within the following roles and responsibilities:

- Working knowledge of the administrative systems and general ACS matters
- To assist with the administration of the championship events, including attending as required
- Completing all the risk management documentation and the ongoing monitoring
- To assist with maintaining and developing the ACS website so it is up to date and relevant
- Assist with ResultsVault online competition management system
- Any other tasks as deemed appropriate

For both roles:

Key skills:

- Excellent interpersonal and communication skills
- Data processing using the student data base 'Synergetic' (training can be provided)
- Excellent with Word, Excel and other platforms
- Excellent administrative skills with a meticulous eye for detail (proof-reading)
- Ability to work independently
- Ability to prioritise competing work demands, process large volumes of work and work to deadlines
- Be flexible to change

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children check before any position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- Communication – effective, helpful and positive.

- Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
- Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
- Accountability – we do our work with honesty, integrity and enthusiasm.
- Performance – we perform to the best of our ability.
- Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

All staff are expected to actively support these standards.

OTHER SKILLS AND ATTRIBUTES

Discretion and confidentiality are essential

Initiative and confidence to make contributions/suggestions

Time management skills - able to work to deadlines

Overall good interpersonal skills when working in a team environment

Child Safety and Protection Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.