



POSITION TITLE:	Sport Administrator
PREPARED:	February 2018
REPORTS TO:	Director of Health Sport and Exercise Sciences (HSES) and Head of Sport
Prepared by:	Head of Human Resources

POSITION PURPOSE

The Sport administrator works as part of the HSES and Cocurricular teams to assist in the administration of all sport and cocurricular programs across the College.

POSITION STATUS

This role is a part, term time position: that is, hours are during school term time. Monday to Thursday 12.30pm to 6.00pm, 22 hours per week.

This role commencing Monday 16 April and ending Friday 14 September, is covering a staff member on leave.

Annual leave is included as part of the term breaks.

DUTIES AND ESSENTIAL JOB FUNCTIONS

This person will work directly with the Director of HSES and Head of Sport with the following roles and responsibilities;

- Collation of absences for ACS and CIPSSA afternoon sport;
- Ensure updated team lists are ready for coaches;
- Daily coordination of coaches, ensuring all teams are covered;
- Maintain lists of students in activities, including attendance and medical details;
- Facility and transport bookings
- Website and information maintenance - including events, photo uploads and general internal/external correspondence
- Any other tasks as deemed appropriate

Key skills:

- Excellent interpersonal and communication skills
- Data processing using the student data base 'Synergetic' (training can be provided)
- Excellent with WORD, EXCEL, POWERPOINT and other online 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
- Understanding of social media and the digital marketing landscape.

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 (WWCC) or Victorian Institute of Teaching (VIT) before their 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.
- College Standards - all staff are expected to actively support the following standards;
 - 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.

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.