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|  | **Sports Administrator** | | **Job Category:** | | | Support Staff |
| Department/Group: | Sport | | **Location** | | | Whangaparāoa College |
| Responsible to: | Deputy Principal - Sport | | **Grade** | | | As per Support Staff in School’s Collective Agreement |
| Current Jobholder | **New Role** | | **Performance Reviewer:** | | | Principal |
| Type of position: | .6 FTE | |  | | |  |
| Working Hours  Annual Leave Entitlement | Term Time Only. Flexibility would be appreciated. Standard work days of 8-4pm for 3 set days, or by negotiation | |
| Role and Responsibilities | | | | | | |
| The sports administrator is an integral part of our sports team. This role is crucial in supporting the delivery of our ambitious sporting goals for 2025 and beyond, particularly in light of increased participation and planned initiatives. This position will provide essential administrative support to the Sports Department and Teacher-in-Charge (TICs) of various sports, ensuring the smooth and efficient operation of our sports programs. The sports administrator will ensure that infrastructure for equipment, fees, registrations, budgets, health and safety, permission forms, travel, and participant databases are maintained and streamlined in order to support sports coordination across the school. | | | | | | |
| **Roles** | | | **Responsibilities** | | | |
| **General** | | | * Embrace the Vision, Values and Goals of Whangaparāoa College. * Greet visitors, in person and on the phone in a timely manner, maintaining a professional manner at all times. * Attend to visitors in a calm, efficient, friendly and timely manner. Students, staff, parents and members of the community are treated with courtesy and respect. * A high quality customer service and professional manner is maintained. * Assistance is given in a timely manner. * Timelines are followed. * Deadlines are met. * Works collegially with others. | | | |
| **Sports Administration** | | | * Ensure all necessary administrative tasks are completed to facilitate participation in zone days one-day tournaments. * Maintaining records for and providing updates on training schedules, travel arrangements, and other relevant information to sports stakeholders. * Maintaining a database of player and parent contact information. * Manage the booking of facilities, transportation, and equipment for sports events and practices. * Ordering team playing tops (NZ Uniforms) and managing payments. * Booking accommodation and registering teams. * Distributing and managing sports ledgers. * Processing fundraising requests and reconciling income. * Maintaining student management system accuracy for sports teams * Assist with the organisation and coordination of school sports events, including zone days, tournaments, and sports camps. * Set up and manage EOTC forms and permission slips for zone days and tournaments. * Organise and assist TICs with winter/summer tournaments, including accommodation, van booking, EOTC,finance and budgeting. * Provide comprehensive administrative support to the Sports Department as necessary. | | | |
| **AIMS Games and Tournament Week Lead Coordination** | | | * Manage all administrative aspects of the AIMS Games process, including:   + Communicating timelines to parent-managers and players   + Creating and distributing information letters   + Booking extra training sessions.   + Arranging playing equipment.   + Managing changes in accommodation or transportation.   + Maintaining accurate records of all fee payments. | | | |
| **Facilitation of Minor Sports** | | | * Facilitating competition entry for learners of minor or individual sports. * Arranging transportation, EOTC forms, and fee allocations for minor sports. | | | |
| NOTE: This job description is not intended to be all-inclusive. Staff may perform other related duties as negotiated to meet the ongoing needs of the organization, and other tasks associated with this role as reasonably required. | | | | | | |
| **Knowledge, skills, abilities and qualifications requirements for this position** | | | | | | |
| * Proven experience in administrative roles, preferably in a school or sports environment. * Excellent organisational and time-management skills. * Strong communication and interpersonal skills. * Abilityto work independently andas part of a team. * Highly motivated and proactive. * Flexible and adaptable. * Positive and enthusiastic attitude. * Demonstrated ability to take initiative and be hands-on in supporting the Sports Department. * Willingness to assist with various tasks as required, demonstrating flexibility and a team-oriented approach. | | | | | | |
| Confidentiality | | *Retain strict confidentiality on matters which are discussed or documented which relate to school staff or students* | | | | |
| Collegiality | | *Maintains positive and effective working relationship with other support staff, teacher, student community, and provide help when needed.* | | | | |
| Contribute to wider school | | *Contribute positively to the life of the school supporting where and when relevant to the school activities.* | | | | |
| **All Support Staff Must:** | | | | | | |
| * Observe safe work procedures, rules and instructions and demonstrating best practice in accordance with these. Applying any relevant knowledge learnt from training to work practice. * Ensure that all incidents, injuries and hazards are reported to the appropriate person in an accurate and timely manner. Early reporting of any pain or discomfort. * Take an active role in treatment and rehabilitation, to ensure an “early and durable return to work”. * Provide feedback and suggestions to promote continuous improvement of health and safety systems and procedures relating to your work/environment. | | | | | | |
| Last Updated By: | | Deputy Principal - Sport | | Date/Time: | 25 February 2025 | |

Signed: Sport Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: Principal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_