



JOB DESCRIPTION

SPORTS ADMINISTRATOR (BOARDING HOUSE)

Employment Conditions	Part-time, term-time, fixed term contract for the 2025 school year In accordance with the Educational Services (Schools) General Staff Award
Reports to	Deputy Head of Boarding
Last Revised	January 2025

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

ROLE

The Sports Administrator forms part of the Boarding House team, responsible for coordinating the sports administration needs of the Anne Symington Boarding House at St Mary's Anglican Girls' School.

The Sports Administrator is required to work 12 hours per week during term-time, including staff days. There may be an occasional requirement to attend meetings, events, and functions outside of normal working hours, including weekends.

RESPONSIBILITIES

The duties of the Sports Administrator include:

- Oversee and disseminate sport and club information to boarding house students.
- Organise all transport required for boarders attending sporting activities, including club training, grading sessions, games, and competitions.
- Liaise and communicate with boarding house staff, bus drivers, students, and families (where required), to ensure that sporting commitments are met.
- Coordinate training schedule requirements.
- Distribute information to students in a timely manner.
- Liaise with relevant clubs as required.
- Manage sport equipment requirements.
- Maintenance of First Aid supplies, ice and lost property.
- Any other duties as may be required.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Experience and Skills

Essential

- Strong administration experience with intermediate IT skills.
- Good understanding of sports and club activities.
- Excellent organisational and time management skills.
- High level written and verbal communication skills.
- Maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

Personal Qualities

Essential

- Supportive and encouraging of students of all abilities to participate in sport.
- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion.
- Ability to work both independently and collaboratively as part of a team.
- Ability to work under pressure in a calm and methodical manner.
- Well-developed communication and interpersonal skills.
- Ability to use initiative.
- Good sense of humour with a positive outlook.

WORKING RELATIONSHIPS

Internal

Principal
Head of Boarding
Deputy Head of Boarding
Recreational Manager
Executive staff
Administrative staff
Teaching staff
Boarding Students

External

Parents, guardians or relatives of students
Sporting clubs and organisations
Suppliers and contractors

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.