

POSITION DESCRIPTION

Administrator – Sports

Hours:

- **37.5 hours Monday to Friday 52 weeks (inclusive annual leave) fixed to 17 December 2021**

Lines of Functional Accountability:

- Director of Sport
- Associate Principal Responsible for Sport;
- Principal

Agreement:

- Support Staff in Schools Collective Employment Agreement or IEA

Demonstrable Knowledge/ Experience

- intermediate computer literacy and keyboard skills;
- excellent organisational and administrative experience and skills;
- experience in updating systems and procedures;
- the ability to competently communicate both in writing and orally.
- the ability to work quickly and effectively, especially when under pressure, and the ability to deal with tasks according to their priority and deadline
- assiduous accuracy and attention to detail

Core Competencies

Participating and contributing – demonstrating the ability to respond appropriately as a group member and make connections to others.

- Supports and models the school's values
- Adheres to the Rangitoto College Board of Trustees Policies
- Supports and assists students
- Does what is right and takes responsibility for own actions
- Identifies and participates in learning opportunities
- Accepts and manages personal responses to change in a positive manner
- Works collaboratively as a team member
- Demonstrating initiative

Job Purpose

The primary purpose of this position is to ensure that all those who rely on the Sports Department for support, i.e. students, teachers in charge, parents, coaches and managers, are afforded the highest possible level of service. The position holder will undertake tasks of a diverse nature and at all times deliver timely, accurate and innovative administrative support services that meet the needs of the school.

Standards

It is expected that the standards of professional conduct, dress, language and manners of employees will reflect credit on the College.

Amendment

The employer and the employee both acknowledge that this job description may need to be amended from time to time during the currency of the agreement to which it is a schedule, so as to better reflect the nature of the position or the requirements of the school.

Personal Attributes
Maintain a professional attitude in all aspects of the role.
<ul style="list-style-type: none"> • to be friendly, patient, mature, professional and courteous when dealing with students, staff, parents, coaches and volunteers • to have excellent people skills including the ability to work well in a team • the ability to work autonomously • to have the initiative, ability and experience necessary to identify and proactively solve problems • to have a flexible, 'can-do', work ethic

Service Delivery	
Key tasks	The key tasks and responsibilities for the position include but are not limited to the list below
Portfolio of Sports	Administration (as below) for Basketball, Hockey and Cricket. Assistance with sports organisation.
Administration - Sport	<ul style="list-style-type: none"> ➤ Meet Key Performance indicators, as identified and agreed with the Director of Sport ➤ Attend to Sports office window and portfolio enquiries ➤ Invoicing of Sports for all students under this portfolio of sports ➤ Collection of outstanding student fees under this portfolio of sports ➤ Website information updates under this portfolio of sports ➤ College sport liaison for this portfolio of sports ➤ Administration of weekly sports draw under this portfolio of sports ➤ Attend staff meetings as required ➤ Share rostered attendance at interview evenings ➤ Asset management relating to portfolio of sports e.g. equipment, keys and uniforms ➤ Assist Director of Sport and other members of the Sports Department Team with additional ad-hoc duties as may reasonably be required to ensure the smooth running of the department
Administration - Events	<ul style="list-style-type: none"> ➤ Organisation of sports events e.g. awards evening, annual Coaches dinner, athletic days, Sport open days.

Signed _____
Director of Human Resources

Date _____

Signed _____

Date _____