Job and Person Specification
Sports Administration Assistant

Pembroke

Location:	Sports Office, King's Campus
Responsibility to:	Heads of Sport
Title/Position:	Sports Administration Assistant
Agreement:	Pembroke School Enterprise Agreement
Classification:	Level 3 – School Administration Services, Grade 3
Employment Status:	Permanent, Part Time (0.90 FTE)
Hours of Duty:	37.5 hours per week, 43 weeks per year Monday to Friday, 8.00am to 4.30pm with an hour lunch break
Start Date:	19 July 2021 (tbc)

Summary:

The Sports Administration Assistant will provide a high level of administrative assistance and support to the School's sports staff. They will be responsible for the ongoing, efficient and accurate administration of Clipboard, the School's co-curricular management system. The Sports Administration Assistant will be required to be proactive and well organised and will establish and maintain good working relationships with staff, coaches, parents, students, sporting associations and the general public.

Reporting/Working Relationships:

Whilst ultimately responsible to the Principal, all non-teaching staff report to the Business Director. On a functional basis, the Head of Girls' Sport and Head of Boys' Sport shall provide direction. The position will also work closely with and support the Coordinator of Junior School Physical Education, Sport and Health, heads of individual sports, teaching and non-teaching staff, sports coaches and coordinators.

Statement of Key Outcomes and Associated Duties:

The Sports Administration Assistant is required to:

1. Maintain effective and professional communication with all staff, students, parents, coaches and external stakeholders.
2. Any other duties, as directed by the Heads of Sport and/or Business Director, commensurate with training and/or experience.

<u>Co-curricular Sports Administration and Co-ordination</u>

3. Act as the first point of contact for all phone, email and in person enquiries to the Sports Office.
4. Maintain a high awareness of matters coming into and out of the Sports Office to

respond efficiently to enquiries and effectively support operations.

5. Perform administrative duties as directed, including but not limited to, the preparation and distribution of correspondence, printing, photocopying, filing, meeting setup and support for management.
6. Support the student nomination process for the co-curricular sports programme.
7. Update and maintain sports information on Synergetic including but not limited to 'class lists' and the awarding of Sporting Colours.
8. Support the logistics of the School's co-curricular sports programme including but not limited to:
   (i) scheduling and ordering buses
   (ii) verifying venues to ensure no overlap between the requirements of the sub-Schools
   (iii) preparing the David Parkin room for home matches when the senior teams are playing on Kensington Oval.
9. Distribute fixture information to opposing schools each week.
10. Submit accurate fixture results to the appropriate associations on a weekly basis.
11. Assemble kit bags at the beginning of each season and track and record the allocation, return and storage of sports equipment.
12. Maintain the Trove Sports pages including but not limited to, key information, photographs and results.
13. Contribute to and support the weekly internal communication of sports results and highlights.
14. Assist staff with sports reports for school publications including Thursday Times, Pembroke News and Unitas and liaise with Publications regarding sports photographs.
15. In conjunction with the relevant head of individual sport or teacher, organise of end of season break-ups and presentation evenings.
16. Organise sports badges, certificates, trophies and medals, as directed.
17. Maintain the sports honour boards.
18. Support the delivery of onsite physiotherapy appointments by assisting the contract Physiotherapist with appointment queries and preparing the Sports Hub for appointments.

<u>Clipboard, Co-curricular Management System</u>

19. Lead the set-up and implementation of Clipboard for the sports programme including but not limited to:
   (i) liaising with the Dean of Administration and designated staff regarding standardisation of the system
   (ii) streamlining system operations
   (iii) in conjunction with the Heads of Sport and the Information Services department, providing training to staff and coaches and troubleshooting errors as required
   (iv) documenting procedures
   (v) ensuring accuracy of information held within the system for all users including students, parents, staff and coaches.
20. Undertake the ongoing administration of Clipboard for the co-curricular sports programme including but not limited to accurately:
   (i) entering, verifying and maintaining dates and times of practices and fixtures
   (ii) entering GPS location data for fixtures

(iii) maintaining team lists

(iv) upon notification, recording student absences.

Sports Coaches

21. Assist the Human Resources Manager – Non Teaching Staff with the renewal of Working with Children Checks and Responding to Abuse & Neglect online training for sports coaches.
22. Organise the distribution, inventory control and return or uniforms.
23. Maintain and track the issuing and return of 'Red Folders' to ensure sports coaches are aware of relevant students' medical conditions.

Events, Bookings and Trips

24. Contribute to the planning and facilitation of the School's sporting events, including but not limited to data entry of students and results, collation and preparation of equipment and consultation and preparation with other departments.
25. Manage the timely and effective distribution and collation of consent forms for sporting trips, camps and exchanges.
26. Provide administrative support for sport exchanges, sporting tours and outdoor education expeditions, including the collection of money for sport camps/trips.
27. Support and be responsible for the co-ordination of sport special projects, such as Indigenous Round, Interschol, Collegiate Cup.
28. Assist with the preparation of risk assessments for sports events and trips.

Workplace Health and Safety

29. Perform the above duties in line with any safe work practices and processes and conduct oneself at work in a manner that is safe to self and others.
30. Report all hazards, incidents, accidents, when experienced or witnessed, in accordance with the School's WHS policies and procedures.
31. Use any equipment provided for health or safety purposes.
32. Follow reasonable instructions given by the School, in relation to health and safety at work.
33. Fulfil the allocated role in relation to evacuation drills and actual evacuations.
34. Participate in and complete all relevant training provided by the School or as appropriate so as to fulfill all WHS roles and responsibilities.

Personal Abilities/Aptitudes/Skills:

a) Outstanding interpersonal, communication and relationship management skills.

b) Ability to effectively engage and work with a range of stakeholders, in particular young people.

c) A proactive person who welcomes and encourages collaboration with others.

d) Strong initiative with the ability to work as part of a team or independently and to manage up.

e) Exceptional organisational skills, high attention to detail and the ability to effectively prioritise work and multi-task.

f) A solutions-focussed, positive and diplomatic approach.

g) Ability to remain calm, especially in demanding, challenging or critical situations and the ability to work under pressure.

h) A professional and well-presented persona.

i) An aptitude for and the capacity to utilise various Information Technology and software programmes including but not limited to the Microsoft Office Suite.

Experience and Knowledge:

j) Demonstrated experience in an administration assistant position in a fast-paced work environment.

k) Demonstrated experience in providing a high level of proactive customer service to internal and external stakeholders.

l) An understanding of and commitment to the ethos and values of Pembroke School and the aims of the School's co-curricular programme.

m) It is desirable that the successful applicant has recent experience in an administrative or coordination role in a school environment.

Qualifications:

n) Current DHS Child-Related Employment Screening/Working with Children Check.

o) Current Reporting Abuse and Neglect Training certificate.

p) Current Protective Practices certificate.

q) Current First Aid qualifications HLTAID001, HLTAID002 and HLTAID003.