**JOB DESCRIPTION**

***Sports Administrator***

**Hours of work:** 20 hours per week

**Remuneration:** Aligned to the NZEI Support Staff Collective Agreement

**Responsible To:** Director of Sport

**Functional Relationships with:** HOD Health and Physical Education

Sports Coaches

**The sports programme aims include:**

* to increase participation in sport
* to increase the quality of student participation in sport
* to assist students in gaining enjoyment from sport
* to deliver sport safely to students
* to cater for the different needs of all students

**The Primary Objective of the position**

* to assist in the administration of the sport programme

**The Position:**

* requires the appointee to perform a range of tasks
* requires a variety of skills, knowledge and experience
* Involves the administration of systems that have been set up by the sport department
* Must be flexible and willing to interact with staff, students and the community.

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| **Key Tasks** | **Expected Results** |
| Administer the inter-school sport programme | * Timetable of scheduled events produced * Regular organised sports available to interested students * Supervised recreational activities are provided for interested students * Sports exchanges are effectively administered * Major events are effectively administered |
| Administer the system for storage, maintenance, issue and return of school sport uniforms | * An accurate inventory of sport uniforms is maintained * An accurate record of uniform distribution and return is maintained * Uniforms not returned are followed-up promptly * Uniforms stored in clean, tidy condition * Repair, maintenance and replacement managed |
| Administer the system for storage, maintenance, issue and return of school sport equipment | * An accurate inventory of sport equipment is maintained * An accurate record of equipment distribution and return is maintained * Equipment not returned is followed-up promptly * Equipment stored in tidy usable condition * Repair, maintenance and replacement managed |
| Administer the school’s FairPlay promotion and practices | * All participants (coaches, managers, players, parents) are aware of Codes of Conduct * Students are selected and receive FairPlay Awards at appropriate ceremony * Be visibly engaging at competitions, tournaments and events. |
| Administer coach education provision for staff/students/parents | * Participants are aware of the opportunities available * Coaching seminars and sports workshops are provided * The number of trained coaches/managers for school teams increases |
| Manage incoming and outgoing mail and provide efficient communication on all sports related matters to all who are involved or affected | * All correspondence, including electronic, is processed and distributed efficiently * Information relating to all sport participation is communicated efficiently to all who need to know * Sport news and updates are to be promoted in the College Bulletin. * Co-ordination of all grant applications for Sport |
| Maintain a record of all results | * Records are maintained for all competitions and events * Results of student achievement are available for publication |
| Administer the Schools Sport database  PCSCHOOL  Engage in Bi-Yearly Planning for blue sky initiatives for the students in sport well-being. | * All data on the sport involvement of students, coaches and officials is kept up to date * Reports are prepared on request * Budgets are prepared and monitored * Meet with the Director of Sports bi-yearly for forward planning. * Contribute to the design of development initiatives and programmes. * Collaborate with the College, students, community and local and regionally sporting bodies for future programmes. * Support the set up and function of the student sport council. |