**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.

|  |  |
| --- | --- |
| **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 PCSCHOOLEngage 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.
 |