



Walford

Position Description

Sport Administration Assistant

POSITION TITLE	Sport Administration Assistant
STATUS	Permanent Part-Time
CLASSIFICATION	Walford Anglican School for Girls Enterprise Agreement 2023, or its replacement School Services Staff, Administration Stream, Grade 2
TIME	20-30 hours per week, term time only, across 4-5 days per week. Number and timing of hours to be negotiated.
REPORTING RELATIONSHIP	All staff report to the Principal. The Sport Administration Assistant reports through the Head of Sport and also assists the Head of Rowing and the Junior School Sport Coordinator.

Role Description

Working under the direction of the Head of Sport, the Sport Administration Assistant supports the Head of Sport, the Head of Rowing and the Junior School Sport Coordinator with administration, communication, bookings, events and scheduling.

Responsibilities

General

- Support the Anglican ethos of the School.
- Live the School values of Courage, Commitment, Community and Growth.
- Comply with School policies and procedures, and its commitment to child safety.
- Support the School's mission to develop compassionate and courageous women who live lives of meaning, purpose and principle; and its vision to be a flourishing, connected learning community that enables each student to achieve her best, her way.

Communication

- Assist the Head of Sport, Head of Rowing and the Junior School Sport Coordinator with drafting and distributing letters and other communication.
- Advertise, communicate and promote sport activities for students.
- Assist with the maintenance of the Sports Noticeboard.
- Assist with responding to parent queries and communication, including regarding games and practices.

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Support and Administration

- Manage the Clipboard platform – adding new staff, coaches, updating schedules, adding teams for nominations.
- Assist with onboarding and offboarding of coaches and external hirers including distribution and collection of keys, security codes, coaching equipment and uniform items.
- Coordinate rowing excursions and away trips including interstate arrangements, as required by the Head of Rowing.
- Enter data of results following swimming and athletics trials.
- Provide administrative support for the effective running of the Swimming Carnival and Athletics Days, including compiling staff folders and results sheets for sporting carnivals, and attending on the day.
- Enter data of results following swimming and athletics trials.
- Collect, organise and store sporting carnival equipment, ensuring accurate update of inventory list.
- Provide general office support as required - photocopying, laminating, filing.
- Arrange bus transport as required.
- Prepare Consent2Go documentation as required for sport and coaching events and activities.
- Support the Head of Sport with the external hirer calendar and bookings.
- Maintain accurate lists of sport teams as required to determine braid eligibility and Excellence badges.
- In consultation with the Head of Sport, advise the Secondary School Administration Assistant for awarding of Sports braids and Excellence badges.
- Manage and maintain of the sport and coach uniforms in consultation with the School Shop.
- Maintain an inventory list of the sporting equipment in the sports storeroom, ensuring timely reporting of discrepancies.
- Assist the Head of Rowing to coordinate rowing camps as required including bus bookings.
- Assist with the maintenance of coaching records, including the collection of information and the induction of coaches, as required.
- Prepare equipment kits for coaches at the beginning of each season and collect and check at the end of the season.

Person Specification

Essential Requirements:

The Sport and Coaching Administration Assistant will have:

- RRHAN-EC certificate (Fundamentals and Masterclass)
- Working with Children Check
- Protective Practices Certificate
- Disability Standards for Education Part 1 & 2 certificates
- HLTAID 012 Provide First Aid in an Education and Care Setting

Personal Skills and Abilities

- Skills in establishing effective working relationships with staff, students, parents/caregivers and the wider community.
- Skills in personal organisation, oral and written communication.
- The ability to work independently and as part of a team.
- Proficiency in IT including Word, Excel, Clipboard and Consent2Go.
- Demonstrated decision-making and problem-solving skills.

Desirable Skills and Competencies:

- A familiarity with or background in sport.
- Current Driver's License.

Acknowledgement

This Position Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. The staff member may also be

required to perform any other duties that they may be directed to perform which could be reasonably considered relevant to the position.