

Position Description

Sport and Coaching Administration Assistant

Position Title	Sport and Coaching Administration Assistant
Status	Contract for the remainder of 2022, following which a review of the position in a permanent capacity will be undertaken.
Classification	Educational Services (Schools) General Staff Award 2010 Instructional Services Grade 2.
Time	15 hours per week to be worked generally between Monday and Friday between the hours of 8.30am and 5.00pm. Some out of hours work may be required.
Reporting/Working Relationship	The Sport and Rowing Administration Assistant reports to the Deputy Principal through the Head of Sport and Coaching. All positions are accountable to the Principal.

Role Description

The Sport and Coaching Administration Assistant is responsible for the administration of a high quality sport and coaching program.

Working under the direction of the Head of Sport and Coaching, the Sport and Coaching Administration Assistant will perform the various duties listed below:

DUTIES:

Administration

- Maintain accurate lists of sport teams as required to determine braid eligibility and Excellence badges.
- Manage the *Clipboard* platform – adding new staff, coaches, updating schedules, adding teams for nominations.
- Assist with letters that require review/approval from the Head of Sport and Coaching and key staff.
- Enter data of results following swimming and athletics trials; Provide administrative support to the effective running of the Walford Swimming Carnival and Athletics Days.
- Provide general office support as required - photocopying, laminating, filing.
- Arrange bus transport as required.
- Prepare *Consent to Go* documentation as required for sport and coaching events and activities.
- Support the Head of Sport and Coaching with the external hirer calendar and bookings.
- Communicate with the School Shop on matters relating to the awarding of braids and Excellence badges.
- Management and maintenance of the sport and coach uniforms in consultation with the School Shop.

Coaches

- Prepare induction packages for coaches at the commencement of each season.
- 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.

Communication

- Advertise, communicate and promote sport and rowing activities for students;
- Assist with the maintenance of the Sports Noticeboard;
- Liaise between the school and the Walford Rowing Parent Committee ensuring distribution of agenda and minutes;
- Maintain regular communication with parents including but not limited to:
 - Responding to parent/student queries regarding games and practices;
- Perform actions and follow up on each assigned task outlined in the Walford Rowing Parent Support Committee meeting minutes.
- Coordinate and distribute parent regatta task roster for each regatta and provide a season summary.

Regattas, Camps and Sport Carnivals

- Liaise with the Rowing Coordinator to coordinate rowing camps as required including bus bookings
- Coordinate rowing excursions and away trips including interstate arrangements, as required by the Rowing Coordinator
- Compile staff folders and results sheets for sporting carnivals
- Collect, organise and store sporting carnival equipment, ensuring accurate update of inventory list

Equipment

- Maintain an accurate inventory list of the sporting equipment in the sports storeroom, ensuring timely reporting of discrepancies;
- Assist with the maintenance of trophies and shields, including overseeing appropriate display and cleanliness of display cabinets.

Work Health Safety

- Monitor, maintain and implement safety standards/WHS compliance of facilities and work practices.

From time to time these duties may vary at the discretion of the Principal.

PERSON SPECIFICATION**Essential Requirements:**

The Sport and Coaching Administration Assistant will have:

- RRHAN-EC certificate
- Working with Children Check
- Protective Practices Certificate
- COVID 19 Vaccination Certificate
- Disability Standards for Education Part 1 & 2 certificates
- First aid and CPR certificate

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/pages, Excel;
- Demonstrated decision making and problem solving skills;
- An understanding of and commitment to the philosophies underpinning the education of girls and single sex schooling.

Desirable Skills and Competencies:

- Current Driver's License