



SOUTHERN HIGHLANDS CHRISTIAN SCHOOL

Job Title:	Sports Administration Assistant
Term:	Permanent Part-Time (0.4 FTE - negotiable)
Report to:	Head of Sport
Applications:	10 May 2024

Southern Highlands Christian School is seeking a part-time Sports Administration Assistant to join our team located in the heart of the Southern Highlands. This is a rewarding opportunity to create a positive influence on the lives of children and our school community.

At Southern Highlands Christian School, you'll find yourself in a picturesque country setting, immersed in our faith-based and supportive culture. Experience opportunities for professional growth, while thriving in a collaborative and supportive environment. Discover positive and fun collegial friendships as our staff come together for various educational, spiritual and collaborative initiatives.

Job Description

Purpose:

As an Administrative Assistant to the Head of Sport at Southern Highlands Christian School, your primary responsibility is to provide essential administrative support to ensure the effective functioning of the Sports Department. This includes assisting with general administrative tasks, maintaining accurate records, and supporting the planning and execution of school sporting activities.

Key Functions:

- Assist the Head of Sport with general administrative duties.
- Provide administrative support for the day-to-day running of the Sports Department across both Junior School and Senior School in a timely and accurate manner, including the maintenance of records.
- Assist with the preparation and conduct of school sporting activities including, but not limited to, School Sport, and Zone and State carnivals.
- Assist with the development and publication of the school sporting calendar.
- Assist in the planning of school sporting events, excursions and team events, including team or individual registration, transportation, and uniforms.
- Contribute to and assist at all SHCS sports carnivals and events as required by the Head of Sport or Principal.

Specific Requirements – please address these criteria in your cover letter:

- Have a knowledge of, and interest in, a wide range of sporting activities, in addition to an understanding of school sport-based programs.
- Be a confident, self-starter who possesses a high degree of communication and administrative skills, and can be relied on to work autonomously when required.
- Be MS Office proficient (especially Word and Excel) with a willingness to learn other platforms used to conduct sports events (e.g. MeetManager).
- Demonstrate an ability to prioritise tasks, meet prescribed deadlines and manage different competing work tasks.

- Have an ability to be a solution-oriented person, with an ability to identify issues and suggest improvements.
- Have an ability to work with a cross section of people at different levels.
- Possesses a minimum of current First Aid / CPR certification (HLTAID011/HLTAID009).
- Possesses a current Working with Children Check (employed).

Responsibilities

Administration:

School Sporting Events and Carnivals:

- Organising administrative needs for the carnivals, including data entry.
- Booking of venues.
- Arranging of First Aid for events (e.g. Lifeguards at pools, outside contractors at Athletics)
- Printing and organizing marshalling and recording sheets.
- Organisation of trophies, ribbons, certificates, and awards.
- Recording of results and records.
- Ensuring completion of data entry for Zone and State teams.

Gala Days and Inter-School Competitions:

- Maintain School calendar entries and updating of sporting events.
- Complete necessary SHCS documentation for approval.
- Coordinate the booking of transport requirements for teams.
- Assist teachers and staff on completion of "sports excursion checklist".
- Assist sports coordinators with the distribution of information to staff, students, parents, and Gala Day convenors.

Weekly Sport and PE Programs:

- School newsletter inserts.
- Communication and promotion of sporting events.
- Ordering of required equipment and uniforms as directed.

School Sport:

Thursday Afternoon School Sport:

- Assist with the organisation and administration required to conduct school sport classes.
- Assist with the organisation and encouragement of students during school sport periods.
- Participate in activities associated with the school sports classes.

Application form and role description is available via <https://shcs.nsw.edu.au/join-us-as-a-teacher>