
POSITION DESCRIPTION – ADMIN ASSISTANT JUNIOR SPORT

Purpose	To give administration assistance and support to the Junior Sport Teacher
Qualifications	Well-developed skills in Microsoft Office 2013. Coaching Qualification A current Senior First Aid Certificate. A current Positive Blue Card – Commission for Children and Young People.
Accountability	Junior Sport Teacher, Head of Junior School, Business Manager and ultimately Head of College.
Relates to	Junior Sport Teacher, Head of Junior, Sport Department Staff, Teachers, Students, Business Manager and Heads of Schools
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none">• Demonstrate an ability to maintain vision and strive for goals in the area of Instructing and Personal Training• Have an understanding to embrace the Ethos of the College culture.• To act always in a manner consistent with the College Ethos• To foster team-work within the office.• To prioritise and effectively manage workload• To communicate effectively with parents, students, and staff• To communicate well in both written and oral form• Demonstrate a level of commitment to maintain personal professional knowledge and skills• Maintain confidentiality
Skills	<p>The person holding this position must have the following skill set:</p> <ul style="list-style-type: none">• Microsoft Office 2013 software – intermediate level• Excellent organizational skills• Ability to use Adobe In-Design for promotional materials.• Excellent communication skills – written and oral• A thorough understanding of the College internal software programs, eg SAS 2000, College intranet, Staff Portal, etc• A thorough understanding of all College policies and procedures relating to this position, particularly main policies as Child Protection Policy and Privacy Policy• A high understanding of confidentiality when communicating with College staff, students and families.

Responsibilities Provided below are the primary responsibilities for this position.

Administration Assistant Junior Sport Key Roles and Responsibilities

1. Anticipate the Administration and practical needs of the Junior Sport Teacher, prior, during and after lessons and sporting carnivals. Including preparation all SCISSA requirements.
2. Undertake training on computer programs required for Junior Sport.
3. Meet on a regular weekly basis with Junior Sport Teacher to discuss the requirements of the week and preparation required for upcoming sporting carnivals.
4. Be available to assist in the general day's operation of each sporting carnival.
5. Be aware of student behavior during carnivals/lessons you may be required to attend. Ensure safety standards apply at all times.
6. Be aware if students are requiring additional assistance during carnivals/lessons, liaise with Junior Sport Teacher regarding these issues.
7. Sporting Carnival preparation – ensure all paperwork is prepared and distributed to staff and parents in a timely manner.
8. Sporting Carnival preparation – ensure all equipment is ready and in good working order for use on the day of Carnivals.
9. Sporting Carnival preparation – ensure all venues / buses are booked and checked prior to any sporting carnival.
10. During Sporting Carnivals ensure precise and accurate records are kept of results for all participants.
11. After Carnivals – ensure all equipment is returned to its correct place. Check all student records are logged, accurate and precise.
12. End of Year Sports Dinner – assistant with all preparation as required including ensuring award recipient names and details are correct.
13. Performance of any additional duties as required.

Hours of Employment 15 hours per week, school term-time basis

Reference Documents Pastoral Care Policy & Procedures
Staff Guidelines
Workplace Health & Safety Manual
NCC Workplace Agreement

Remuneration By negotiation with Business Manager

Appraisal & Review To be carried out prior to end of initial/probation term of employment