

Sports Administrator – P-12

Position Description



Ascham School

Position title: Sports Administrator – P-12

Reporting to: Head of Sport (P-12)

Position summary:

Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. Ascham is an inclusive, day and boarding school that provides a strong sports program within a warm, welcoming and collaborative environment.

The position will have the responsibility for providing high level administration support to the Head of Sport and assisting the Sports Executive, Sports Co-ordinators and Head Coaches in the implementation of an effective sports program that are engaging for our students and contribute to their holistic journey through the school. As a Sports Administrator you will support the department in achieving and maintaining high standards across the entire sports program. You will provide an important link between stakeholders and the sports department. Ensuring all sports are well supported, receive pro-active high-quality administration/logistics assistance and clear communication to support the schools' vision for sport.

Duties and Responsibilities:

General Responsibilities

- Work collaboratively with the Sports Department and wider school community to encourage, develop and execute strategies to create a culture of sustainable continuous improvement across Ascham Sport.
- Provide high level administrative support to the Sports Department to support sports executive calendars including booking meetings, arranging travel, taking notes at meetings and updating staff.
- Collate documentation including but not limited to results, weekly fixtures, sports registrations and student profile information such as representative pathway information and awards.
- Co-ordinate the implementation of various Sports Programs in collaboration with the Sports department to coordinate and oversee the operational management of Ascham sports including lead up preparation, weekly training preparation, coach recruitment/management, referee/umpire recruitment/management, administration and logistics.
- Proactively manage office logistics including the onboarding of coaches, compliance management, coaches uniforms, equipment and supplies (e.g. office supplies and first aid kits) where applicable.
- Assist in the planning of events including booking catering, venues, sourcing/developing resources and attendance at events.
- Effectively communicate with Key Stakeholders in a professional and timely manner in regard to all aspects of sports program, from pre-season, in-season events (including selection and scheduling) and post-season review/awards.
- Maintain accurate and ensure currency of student data and applicable school information including but not limited to student attendance, performance tracking, student well-being and associated registration requirements.
- Develop professional and helpful resources to facilitate the embedding of best practice as common practice within our sports program.
- Assist in the management and conduct of school competitions and carnivals including the facilitation and promotion of the sport representative pathways.

- Liaise with required stakeholders as needed to achieve School needs, including equipment suppliers, external venue operators, transportation operators, sports associations and other schools.
- Actively participate in the weekly Sports Department meeting to help set and deliver on the school's strategic priorities within sport.
- Take a pro-active approach to monitoring and maintaining health and safety standards and student/staff wellbeing within the program including injury prevention and incident management.
- Actively review and evaluate the effectiveness of our procedures and provide recommendations for enhancements and future development.

Professional Behaviour

- Contribute to the life of the School
- Behave in professional and confidential manner at all times
- Provide assistance to members of the department and share resources
- Respond to parent concerns in a timely and professional manner.

Essential Criteria

- Advanced use of Microsoft Office Suite of Programs including Outlook, Teams, Word, Excel, PowerPoint etc
- An appropriate degree or extensive relevant experience in administration.
- A strong attention to detail and ability to adjust communication style to target audience.
- An ability to be an effective team member, including initiative, passion, willingness to collaborate and people management skills to drive holistic sports involvement.
- Proven ability to work collaboratively with key stakeholders
- A current First Aid and CPR Certificate (or willingness to obtain)
- A valid Working with Children clearance.

Anticipated Commitment:

The Sports Administrator (P-12) is a permanent full-time position which includes occasional weekend and evening work.

Name: _____

Signed: _____

Date: _____