



# Ascham School



## Sports Administration Coordinator Position Description

# Sports Administration Coordinator

Department: Sport

Reports to: Head of Sport

Ascham is Australia's only Dalton School—a leading academic, non-denominational girls' day and boarding school (Prep–12) in Sydney. Since 1886, our approach has placed the individual girl at the centre—developing independence, confidence and a strong sense of purpose. Ascham graduates leave ready to lead, with the curiosity, capability and character to shape their world.

Ascham provides a strong sports program within a warm, welcoming and collaborative environment.

## Job Description

The Sports Administration Coordinator is responsible for providing high-level executive, administrative and operational support to the Head of Sport and wider Sports Executive team. This position plays a critical role in supporting the delivery of a dynamic and high-performing sports program by ensuring the effective coordination of calendars, communications, meetings, projects, events and administrative processes. The role serves as a key point of contact for students, parents, staff, sports coaches and external stakeholders. In doing so, it ensures professional, efficient and responsive support across all areas of the Sports Department.

## Core Job Role Accountabilities

### Executive Support

- Provide confidential and professional executive assistance to the Head of Sport.
- Manage the Sports Executive's calendar, appointments, meetings and competing priorities.
- Coordinate meeting schedules, agendas, minutes and follow-up actions.
- Assist with the preparation of reports, presentations, correspondence and departmental documentation.
- Support the management of departmental projects and strategic initiatives.
- Monitor and prioritise incoming communications, ensuring timely responses and follow-up.

### Communication and Stakeholder Management

- Act as a key liaison between the Sports Department, parents, students, staff, sports coaches and external sporting organisations.
- Draft and coordinate sport communications including newsletters, notices, event information and parent correspondence.
- Support the management of department communication platforms including Compass, Clipboard, email systems and digital registration platforms.
- Maintain professional and positive relationships with all stakeholders.

### Operational and Administrative Support

- Assist with the coordination and administration of sports staff onboarding in collaboration with the HR Department.
- Support the management of staff compliance, maintaining accurate records and proactively following up outstanding requirements.
- Assist maintaining accurate student, staff and program records.
- Assist with the preparation of seasonal sport information, fixtures, schedules and event documentation.
- Coordinate travel, accommodation and logistical requirements where required.
- Support the administration of budgets, invoices, purchase orders and expense reconciliation.
- Maintain accurate records of departmental assets and equipment, ensuring effective tracking, storage and lifecycle management.

## Event and Project Coordination

- Assist in the planning and delivery of sporting carnivals, representative events, leadership programs, presentations and community events.
- Coordinate event logistics including bookings, catering, equipment and staffing requirements.
- Support risk management and compliance documentation for sporting activities.
- Assist with the implementation of department initiatives and strategic projects.

## Data and Reporting

- Maintain accurate records and databases relating to sports participation, results, representative achievements and awards.
- Assist in the preparation of reports and data analysis to support decision making.
- Support the collection and presentation of department statistics and participation metrics.

## Other

- Undertake additional duties as directed by the Sports Executive

## Mandatory Requirements

- Demonstrated experience in executive or personal assistant support.
- Strong attention to detail and accuracy.
- Exceptional organisational and time management skills, and ability to manage multiple priorities simultaneously.
- Outstanding written and verbal communication skills.
- Strong interpersonal skills and ability to build positive relationships with a broad range of stakeholders.
- High levels of initiative and demonstrated commitment to continuous improvement and innovation
- Ability to work independently while contributing positively to a collaborative team environment.
- Ability to respond to parent concerns in a timely and professional manner.
- Ability to exercise discretion and maintain high levels of confidentiality and professionalism.
- Willingness to support the values, vision and strategic direction of the school.
- Commitment to supporting the holistic development of students through sport as well as excellence across all aspects of the sports program
- High level proficiency in Microsoft Office Suite and digital management systems.
- A current First Aid and CPR Certificate, and valid Working with Children Clearance.

### Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	