Duty Statement

1. POSITION TITLE: PRIMARY SPORTS ADMIN ASSISTANT

2. SECTION/SCHOOL: PRIMARY

3. MAIN PURPOSE OF THE JOB:
Provide Administrative support to the Primary PE & Sports Coordinator.

4. POSITION IN THE COLLEGE
4.1 Directly responsible to:  Primary PE & Sports Coordinator
4.2 Directly responsible for: Nil
4.3 Liaise with: Teachers, Head of School – Primary, Students, Parents

5. HOURS OF DUTY: Part time, 2 days per week, Term Time

6. QUALIFICATION, CERTIFICATIONS AND WORK-RELATED EXPERIENCE
- Experience working in an administration role;
- Experience working in a school environment would be advantageous;
- Hold a valid ‘Blue Card’ issued by the Public Safety Business Agency (PSBA).

7. PERSONAL ATTRIBUTES AND SKILLS
- Actively demonstrates:
  - a commitment to Jesus Christ and the philosophy of Christian Education;
  - an ability to
    - lead through example both professionally and personally;
    - to exercise discretion at all times; and
    - to be supportive of the management structure of the College;
  - excellent verbal and written communication skills;
  - advanced computer skills;
  - demonstrated time management and organisational skills;
  - ability to show initiative and work autonomously; and
  - perform other assigned non-instructional duties.

8. KEY RESPONSIBILITIES:
• General administration duties including filing to assist the Primary PE & Sports Coordinator;
• Updating Student Lists (rolls) for swimming, athletics, cross country and sport team events;
• Keeping in contact with the coaches to ensure all details are up to date (blue cards expiry dates and numbers on cards, training sessions, phone numbers and email addresses);
• Keep an accurate list of all students that attend carnivals (College, District, Regional etc.) for the school photos list;
• Type information letters for parents on all sporting events;
• Sport notices;
• Assist the Primary PE & Sports Coordinator compile articles for the Chronicle;
• Monitor current stock and arrange orders for new equipment when necessary;
• Help organise the sporting carnivals (swimming, athletics, cross country) for the College and helping out on Carnival days when at work;
• Check every term all sports bags have all equipment ie first aid kits, whistles, balls, bibs and sports booklet;
• Coordinate the issue/return of College team uniforms including a stock take of uniforms each term;
• Collect all uniforms at the end of the year and chase students who haven’t returned uniforms; and
• Wash sport team uniforms.

9. OTHER REQUIREMENTS

All members of staff at Genesis Christian College are expected to:

• Convey to the public a positive image of the College.
• Contribute to a pleasant, safe and enjoyable working environment.
• Abide by the Code of Conduct explained in the College’s Child Protection Policy.
• Comply with Work Health and Safety instructions, policies and procedures.
• Participate in staff training and development activities, to assist in the achievement of organisational and individual/work goals.
• Abide by the College Privacy Policy and ICT User Agreement.
• Abide by the non-smoking policy of the College.
• Hold a valid ‘Blue Card’ and undergo a ‘Working with Children Check’ performed by the Public Safety Business Agency (PSBA) every three years (for all positions other than registered teachers.)
• Perform other duties from time to time, as required.

UPDATED BY: Head of School - Primary
DATE: March 2016