



Sports Administrator - Non Teaching

The College sports administrator will have the responsibility for the coordination and convening of all aspects of sport across the College. It is a non teaching role.

Core Values

- The administrator will demonstrate an authentic Christian faith commitment and, through sport, provide opportunities for students to develop an understanding of the Christian Faith and respond to the Gospel of Jesus Christ in adhering to the Christian stance and ethos of the college.
- An outstanding administrator with a passion for encouraging student involvement in both competitive and recreational sport.
- Demonstrates a background in a range of sports, possessing excellent ICT, planning, organization and time management skills.

Roles and Responsibilities

- Responsibility for coordination and organisation of co curricular sport, specifically:
 - Macarthur Independent Schools Association (MISA) representative teams and responsibilities.
 - Independent Primary Schools Sports Organisation (IPSSO) representative teams and responsibilities.
 - Prep -12 Recreational Sport.
 - Years 3-12 New Anglican School Sports Association (NASSA) representative teams and responsibilities.
 - Ensuring students enter appropriate competitions and are given opportunities to trial for representative teams and higher level representation.
 - Liaising with all sporting organisations affiliated with the College.
 - College carnivals (Swimming, Cross Country and Athletics).
 - Effective communication and dissemination of information within the College community.
 - The College Academy of Sport.
- Actively encourages students to be involved in competitive and recreational sport activities within the College through the use of the Student Reward and Merit system and seeking to understand, encourage and praise each student.
- Assist in the planning and budgeting of all sporting activities and management of sport resources.
- Take responsibility for Occupational Health and Safety Matters and Risk Assessments in Curricular and Co-curricular sport in conjunction with the Head of PDHPE.