**Sports Administrator**

**Job Description**

**Responsible to :** The Principal through the Lead Teacher of Sport

4 Hours per week 38 weeks of the school year. These are flexi hours

This position will be reviewed in November 2021

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Zone/ Central Events** | **Friday Sport**  **Term 2/3** | **Basketball**  **Terms 1-4** | **Touch**  **Term 1,**  **Able to am4** | **School Events**  **Athletics, swimming, cross country** | **Miscellaneous Events** |
| **Key Tasks** | Enter individuals into events  Distribute and collect uniforms  Share results in newsletter  Write certificates | Print off weekly draws and enter results  Prepare gear bags for each team  Distribute and collect uniforms  Share results in newsletter  Write Certificates | Liaise with coaches  Print of weekly draws and distribute  Distribute and collect uniforms  Share results in the newsletter | Liaise with coaches  Print of weekly draws and distribute  Distribute and collect uniforms  Share results in the newsletter | Collate results and housepoints | Weetbix Tryathlon organisation  Advertise events in newsletter/ results  Uniform and ball stocktake  TopTeam organisation |
|  | Coordinate transport with school and parent helpers  Attend events to support teams and Lead Teacher of Sport  Consult with Lead teacher of sport in communicating with parents | | | | | |

**Person Specification**

* Have a passion for sport and be involved in sport
* Outstanding organisational skills
* High standard of written and oral communication skills
* Highly flexible
* Able to maintain confidentiality
* Have a clean police record - all employees of the school ar Police Vetted